Information Sheet for the Group Leader

Important Information:
- Reception is open 24 hours.
- Room access is from 3pm onwards.
- Check-out is until 10am.

**Group leader check the rooms please:**
  - Are the bed linen down?
  - Is the waste collected?
  - Are all the keys collected?

Please bring the bed linen downstairs. Next to the reception there will be a laundry container where you can leave it. If you lose a key there is a charge of CHF 5.-.

- Meals:
  - Breakfast 6am until 9:30 am
  - Lunch 12am until 1pm
  - Dinner 6pm until 8pm

- At the bar we serve beer and wine.
  Please inform the reception, if your group members are allowed to drink alcohol.

- Night’s rest starts at 10pm (the courtyard is also closed).
  In the case of noise or other disturbance from your group during the night, we will need your help.

Leader 1, Name, Tel.: _____________________ ____           Room No. :______

We reserve the right to make a service charge of CHF 500.- if your group breaks the rules.

Busdriver, Name, Tel: ____________________ ______ Room No.: ____

Security:
- From 11pm the main entrance door can only be opened with your key-card.
- Smoking and cooking in the building are NOT PERMITTED!

**We have to charge you for the following delicts:**
- Smoking in the house without alarm CHF 100.-
- Remove or damage of the smoke detector CHF 500.-
- Fire brigade in the house: CHF 2000.-
- Fire alarm because of spray, smoking, cooking or similar

You can help us succeed in achieving our environmental goals:
- Make sure that the windows are shut/switch off the lights when you leave the room.
- Do not throw anything into the WC except toilet paper. **Use the waste bins provided.**
- We will not change your towels/bed linen during your stay. If you would like them replaced, please inform the reception before 10am.

Read and noticed by the Group Leader

__________________________________________  (Signature Group Leader)