

## Rooms for hire

## Hire our rooms for your meetings or conferences

- > Space on offer: Seating for 2 to 8 people
- > Facilities: Whiteboard (incl. markers), flipchart, laptop with a large screen (upon request), printer (subject to charge), extension cables, and Wifi
- > Availability: Monday to Friday from 8am to 5pm
- > Reservations can also be made at short notice
- > Water cooler and a coffee machine (subject to charge) are also available

## Rates\*

Number of hours	Total
1	CHF 60
2	CHF 90
4	CHF 140
8	CHF 250

\*Terms of cancellation: Booked rooms can be cancelled or postponed by telephone or in writing. The cancellation must occur until latest 2pm on the preceding working day (for reservations on Monday, cancellations must be made by 2pm on Friday of the preceding week). Cancellations received by the office after 2pm will be considered late cancellations and will be charged at 100%.

