



Agreement

Château St. Gerlach

Easy Fairs

Date: 31/05/2023 - 02/06/2023

Reservation Number: 318-1

Easyfairs
Ms. Alanis
andrea.alanis@easyfairs.com

Date: 21/03/2023

Subject: Easy Fairs

Dear Ms. Alanis,

We are absolutely delighted to present you the confirmation of your event in May 2023 at Château St. Gerlach.

In the midst of pure nature with South Limburg charm, we passionately preserve our cultural heritage and offer you an enchanting place of inspiration and reflection.

With joy and great enthusiasm, our employees ensure that you will be perfectly looked after and that your wishes will be fulfilled.

If you have any questions, please do not hesitate to contact me or our team.

We look forward to organizing a perfect and inspiring event together.

Kind regards,

Ruben Smeets

Meetings & Celebrations Sales Specialist
Château St. Gerlach

GET INSPIRED



Guestroom Reservations

Check-in: 30/05/2023

Check-out: 02/06/2023

Easy Fairs			
Room Type	30/05/2023	31/05/2023	01/06/2023
Hotelroom / residence single	3	13	13
Hotelroom / residence double	-	39	39

Since a discounted group rate is being applied, the room division will be made according to the run of house principle. This entails that Chateau St Gerlach will finalize the room division.

These rates are excluding city tax. City tax is € 7.99 per person per night.

The breakfast buffet is served at our Wintergarden on weekdays from 07:00 – 11:00 and on Saturday and Sunday from 08:00 – 12:00.

Check-in and Check-out information:

The rooms are available from 15:00. For earlier arrivals we will do our utmost to have the rooms available as soon as possible. Of course we will take care of the storage of the luggage.

Early check-in can only be guaranteed by reserving the rooms the night prior to arrival.

Check-out time is 12:00. We are delighted to take care of luggage storage after this time. Late-check out can be booked at a supplement price.

In case you would like to split the beds into twin beds, a supplement of € 25,00 per room is charged.

Event program

Easy Fairs					
Date	Time	Location	Setup Style	Function	#
Tue, 30/05/2023	09:00-17:00	Via Belgica 2	-	Build up	4
Wed, 31/05/2023	09:00-13:00	Via Belgica 2 226m2	-	Build up	4
Wed, 31/05/2023	13:00-17:00	Via Belgica 2 226m2	Conference	Meeting	90
Wed, 31/05/2023	18:00-19:00	Wintergarden 265m2	To be determined	Aperitif The house aperitif will be served.	90
Wed, 31/05/2023	19:00-22:00	Wintergarden 265m2	To be determined	Barbecue Drinks during the barbecue will be discussed with the eventplanner.	90
Wed, 31/05/2023	22:00-00:00	St. Gerlach Pavillion Foyer + Lobby 242m2	To be determined	Drinks A beverage package containing housewines, beers, soda's and waters will be served.	90
Thu, 01/06/2023	08:00-09:00	Wintertuin 265m2	Existing setup	Breakfast	91
Thu, 01/06/2023	09:00-17:00	Via Belgica 2 226m2	Boxing ring (round) with second screen and projector	Meeting	90
Thu, 01/06/2023	10:00-10:15	St. Gerlach Pavillion Lobby	-	Coffee break	90

Easy Fairs					
Date	Time	Location	Setup Style	Function	#
		156m2			
Thu, 01/06/2023	12:00-13:00	St. Gerlach Pavillion Foyer 86m2	Bar & seating tables	Lunch	90
Thu, 01/06/2023	15:00-15:15	St. Gerlach Pavillion Lobby 156m2	-	Coffee break	90
Fri, 02/06/2023	08:00-09:00	Wintertuin 265m2	Existing setup	Breakfast	90
Fri, 02/06/2023	09:00-13:00	Johanna van Brabant 52m2	Existing setup	Breakout	20
Fri, 02/06/2023	09:00-13:00	Mamelis 24m2	To be determined	Breakout	8
Fri, 02/06/2023	09:00-13:00	Cotessen 37m2	To be determined	Breakout	12
Fri, 02/06/2023	09:00-13:00	Epen 78m2	To be determined	Breakout	20
Fri, 02/06/2023	09:00-13:00	Noorbeek 41m2	To be determined	Breakout	16
Fri, 02/06/2023	09:00-13:00	Via Belgica 2 226m2	Conference	Meeting	90
Fri, 02/06/2023	10:00-10:15	St. Gerlach Pavillion Lobby 156m2	-	Coffee break	90

Cost Overview

Easy Fairs - 318-1

Tuesday, May 30, 2023 - 09:00-17:00 - Build up			
Description	Qty	Price	Total
Room Rental Via Belgica 2	1	€4.250,00	€4.250,00

Wednesday, May 31, 2023 - 09:00-13:00 - Build up			
Description	Qty	Price	Total
Room Rental	1	€1.250,00	€1.250,00
Stage part (1m ² per part)	6	€60,00	€360,00

Wednesday, May 31, 2023 - 13:00 - 17:00 - Meeting			
Description	Qty	Price	Total
Meeting package half day excluding lunch	90	€50,00	€4.500,00
Stage part (1m ² per part)	6	€60,00	€360,00

Wednesday, May 31, 2023 - 18:00 - 22:00 - Aperitif & Dinner			
Description	Qty	Price	Total
Aperitif	90	€13,50	€1.215,00
Barbecue excluding beverages	90	€65,00	€5.850,00

Wednesday, May 31, 2023 - 22:00 - 00:00 - Drinks			
Description	Qty	Price	Total
Beverage package	90	€55,00	€4.950,00

Thursday, June 1, 2023 - Breakfast			
Description	Qty	Price	Total
Breakfast	91	€27,50	€2.502,50

Thursday, June 1, 2023 - 09:00-17:00 - Breakout & Meeting			
Description	Qty	Price	Total
Meeting full day including lunch	90	€95,00	€8.550,00
Stage part (1m ² per part)	6	€60,00	€360,00

Friday, June 2, 2023 - Breakfast			
Description	Qty	Price	Total
Breakfast	91	€27,50	€2.502,50

Friday, June 2, 2023 - 09:00-13:00 - Breakout & Meeting			
Description	Qty	Price	Total
Meeting half day including lunch	90	€85,00	€7.650,00
Stage part (1m ² per part)	6	€60,00	€360,00
Second projector and screen	1	€200,00	€200,00
Room Rental	1	€475,00	€475,00
Room Rental	1	€230,00	€230,00
Room Rental	1	€375,00	€375,00
Room Rental	1	€465,00	€465,00
Room Rental	1	€395,00	€395,00

Wednesday, May 31 until Friday, June 2 - Overnight stays			
Description	Qty	Price	Total
Hotelroom / residence 30-5-2023 single	3	€140,00	€420,00
Hotelroom / residence 31-5-2023 single	13	€140,00	€1.820,00

Wednesday, May 31 until Friday, June 2 - Overnight stays			
Description	Qty	Price	Total
Hotelroom / residence 31-5-2023 double	39	€140,00	€5.460,00
Hotelroom / residence 1-6-2023 single	13	€155,00	€2.015,00
Hotelroom / residence 1-6-2023 double	39	€155,00	€6.045,00
Total			€62.560,00
Received down payment			€43.500,00
To be settled			€19.060,00

Price changes may follow if there are adjustments in numbers or other components of the request.

All prices mentioned are in Euros, including VAT.

Costs that are not included in this overview are upon consumption or to be determined with the Eventplanner during the planning phase.

Terms and Conditions

On this booking the “The Uniform Conditions for the Hotel and Catering Industry” apply. By signing this confirmation you agree to these terms and conditions. We would be delighted to send you a copy of this document upon request.

Cancellation Terms

The cancellation terms stipulated in this agreement are in replacement of Article 9 of The Uniform Conditions for the Hotel and Catering Industry.

Cancellation of the event must be sent to *Château St. Gerlach* in writing. The following cancellation charges for the reserved event, accommodation, conference and guest rooms will apply if the entire event is cancelled:

- No cancellation costs will be charged 3 months before the event start date
- 2 months prior to the event start date, 15% of the contracted reservation value will be charged
- 1 month prior to the commencement date, 35% of the contracted reservation value will be charged
- 2 weeks prior to the commencement date, 60% of the contracted reservation value will be charged
- 1 week before the commencement date, 85% of the contracted reservation value will be charged
- Less than 1 week prior to event start date 100% of the contracted reservation value will be charged

Minimum guarantee and possible attrition of guest attendance

All costs mentioned are based on the contracted number of guests per day.

When the number of delegates changes, the location reserves the right to change the pricing and/or allocated function rooms.

The contracted number of people during your event may be decreased free of charge by a maximum of 10% and up to 14 days prior to the start of the event.

Group Invoice

Please indicate below what items may be charged to the group master. Any other items will be charged to the individual reservations of the guests.

Items to Group Invoice:

Room only

City tax

Breakfast

Spa & Wellness

Dinner

All charges

Invoice address

Please fill out the contact details for the invoice:

Company:

Easyfairs

Department:

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Attn:

Mrs. Couderc

Invoice address:

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Postal code:

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City:

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Invoice email address:

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Reference/PO Number:

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Deposit Schedule

Timing of deposit invoices		
1. Upon signing contract	30%	of the total estimated charges
2. 14 days prior to the event start date	70%	of the total estimated charges

The final amount on the group invoice including any additional charges made during the event will be sent to the invoice address at the end of the stay. A payment term of 14 days and an administration fee of € 9.50 will apply.

The undersigned accepts the responsibility for the services and prices listed in this agreement:

Signature:  Date: March 2023

Ruben Smeets

Meetings & Celebrations Sales Specialist