

# CONFERENCE TERMS AND CONDITIONS

## RESERVATION

The offer is only valid and considered a final confirmation once Fredensborg Store Kro has received the agreement in signed form. (It is also acceptable to confirm by email.)

The offer may be freely cancelled by Fredensborg Store Kro if the agreement has not been returned within 14 days from the date it was sent.

## VENUE RENTAL

In all meeting and conference offers, the standard start time is 9:00 AM and the room must be vacated by 5:00 PM. Evening use of the meeting rooms is not included in the offer.

Lunch is served in the main restaurant between 12:00 PM and 1:00 PM. The exact time, as well as any allergies or dietary requirements, must be provided prior to arrival.

Dinner is served in the communal restaurant from 6:00 PM to 7:00 PM. The time must be specified before arrival, as well as any allergens or dietary requirements. The bar and restaurant normally close at 10:00 PM. Bar packages can be purchased to extend opening hours until 1:00 AM.

## CANCELLATION

Cancellations, reductions, changes, or similar must always be made in writing. You can reduce the booked number at no cost by:

- 100% until 60 days before the event date
- 50% until 30 days before the event date
- 20% until 10 days before the event date
- 5% until 2 days before the first day of the event

To be free of charge, cancellations must be received by us no later than 4:00 PM on the last day for timely cancellation.

The cancellation fee will be waived to the extent that the affected capacity is sold to another party.

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## PAYMENT

Please check that the billing address on the confirmation is correct. Fredensborg Store Kro's invoice is issued including VAT.

Net, 8 days. Reminder fee: DKK 100 per reminder.

Interest: 2% per started month on the outstanding invoice.

After the meeting/conference stay, the invoice will be sent in full to the meeting organizer. It is not possible to settle individually at the reception for meeting packages and accommodation.

## E-INVOICE

If you would like the invoice to be sent electronically, please provide us with your EAN number when making the reservation.

## PARTICIPANT LIST AND AGENDA

The participant list for overnight guests, including any allergies, as well as the agenda, should be sent to us no later than 2 weeks before the event.

## CHECK-IN

3:00 PM

## CHECK-OUT

11:00 AM

## MISCELLANEOUS

We reserve the right to make adjustments for external price and/or tax changes that may occur prior to your event.

Fredensborg Store Kro shall be held harmless for costs related to specially agreed services, and any expenses for, for example, music, entertainment, or similar will be invoiced to you.

In case of no-show, full payment for the entire event is due.