

**INFORMATION AND PRICES
FOR ORGANIZER AND CATERER**

January 2023 / sc

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1. Directions / Access

Engelberg is a 45-minute drive from Lucerne. The Kursaal Engelberg is situated 200 metres from Engelberg train station. Follow the road signs to the train station. The way to the Kursaal is signposted.

For navigation devices: Bahnhofstrasse 16, 6390 Engelberg

2. Delivery Kursaal

Material for the Kursaal can be delivered via Bahnhofstrasse 16. The official delivery is to the left of the main entrance of the Kempinski Palace Engelberg. The inbound delivery is labelled and marked accordingly.

Address: Bahnhofstrasse 16, 6390 Engelberg

3. Delivery Kursaal Stage

There is a hydraulic lifting platform for direct access to the Kursaal stage. The area of the lifting platform is 2,7 x 2,2 meters. The lifting platform can be operated from the outside as well as from the inside. (Size of the open exterior door in light high 2.10m x with 1.68m)

Attention: The lifting platform is not covered.

4. Parking PV

Kempinski Palace Engelberg has a paying underground car park. The Kursaal Engelberg has its own parking spaces for events. Please specify the number of parking spaces you need when booking. Other parking spaces are available in the surrounding area.

Tarifs of the parking garage

1/2 hour	CHF 2.00
1 hour	CHF 3.00
2 hours	CHF 5.00
Each additional hour	CHF 3.00

Outdoor parking

1/2 hour	CHF 1.00
1 hour	CHF 2.00
Each additional hour	CHF 2.00

24hours accessible for guests, including night time, Sundays and on public holidays. Max. daily parking time 10 hours. Additional payment prohibited. Secured by hotel security.

5. Parking for delivery vehicles near the stage

Larger vehicles cannot park near the stage.

Please clarify this with the Kursaal event management when planning your event.



6. Available premises

The Kursaal Engelberg consists of different rooms, which can be booked individually or in combination. The Kursaal itself offers the largest space available and offers in addition two seminar rooms. Further seminar rooms can be rented from the Kempinski Hotel Palace Engelberg via the Kursaal management.

Kursaal Engelberg	ground floor
Seminar room Bach	1st floor
Seminar room Handel	1st floor
Foyer	ground floor next to Kursaal
Backstage room 1+2	basement

7. Rooms and number of seats

Facilities / premises	Setup	Seats
Kursaal	Seminar	220
	Theater	369
	Banquet with round tables	170
	Banquet with rectangular tables	228
	Cocktail	284
	Standing concert	800
Foyer	Cocktail	150
Gallery	Theater	49
Seminar room Bach	Seminar	20
	Theater	49
	Block	20
	U-Form	20
	Cocktail	50
Seminar room Handel	Seminar	24
	Theater	49
	Block	24
	U-Form	26
	Cocktail	50

Other rooms: Stage, Mozart Lounge, Cloakroom, Artists' cloakrooms, kitchen/washing up facilities

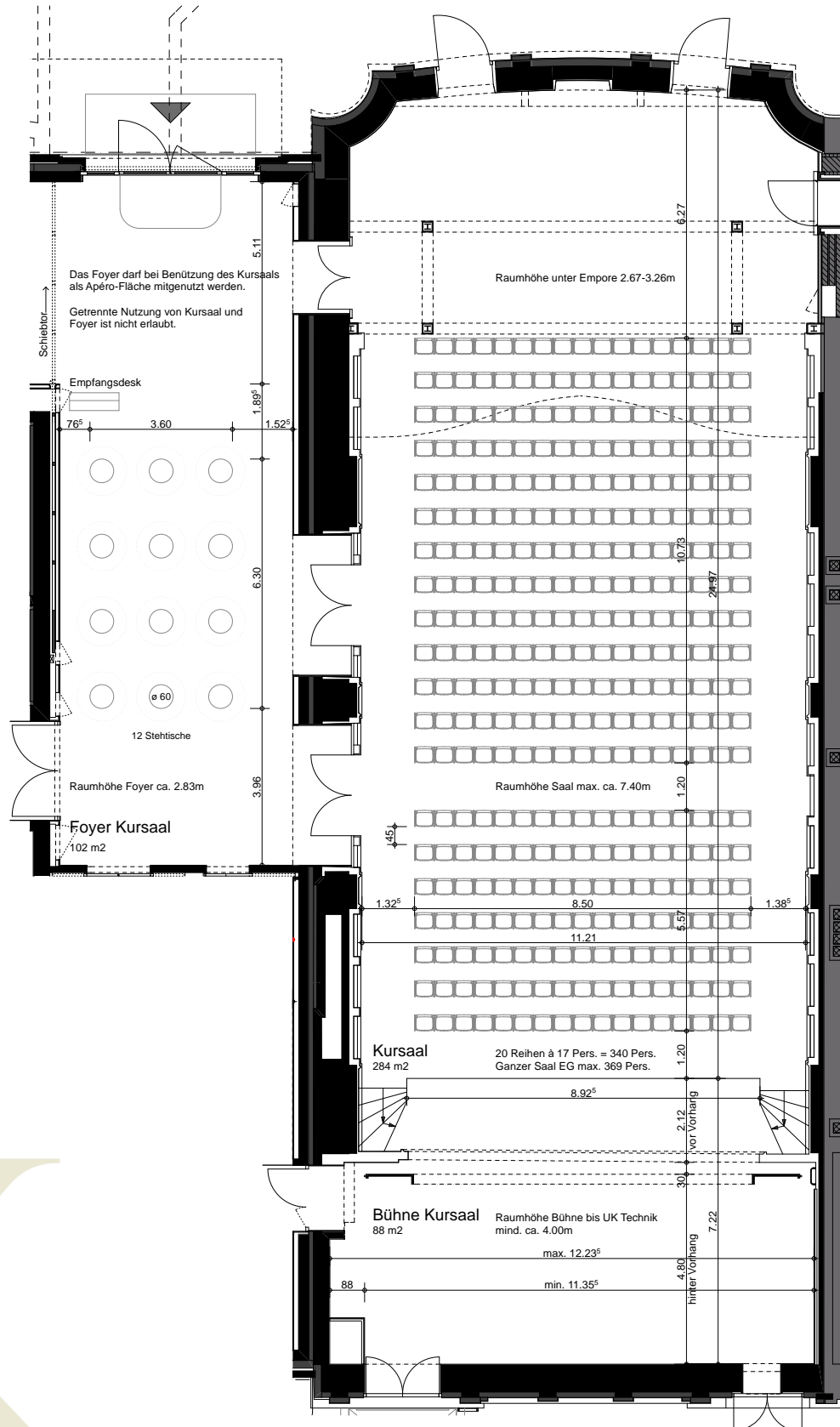
The technical offer for the Kursaal and the seminar rooms can be found on our website in the menu "room offers". Direct link: <https://www.kursaalengelberg.ch/angebote>

8. Accessibility

All rooms are barrier-free and easily accessible for people with reduced mobility. For the entrance to the stage there is a ramp in the anteroom stage entrance. (See plan at item 17)

9. Kursaal

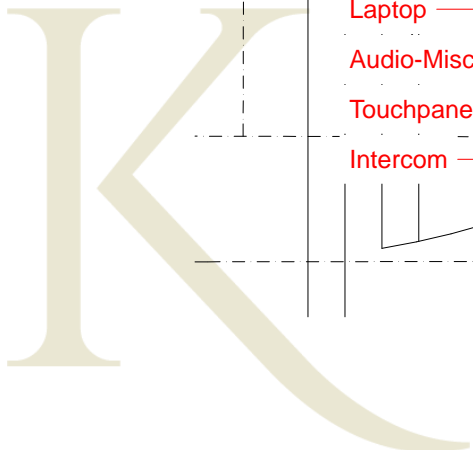
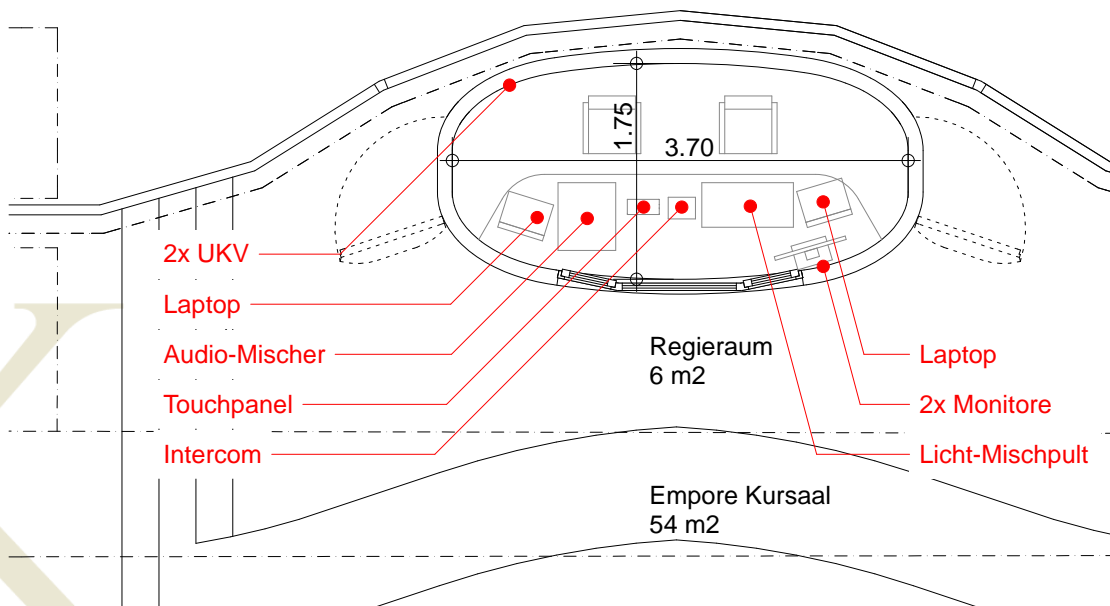
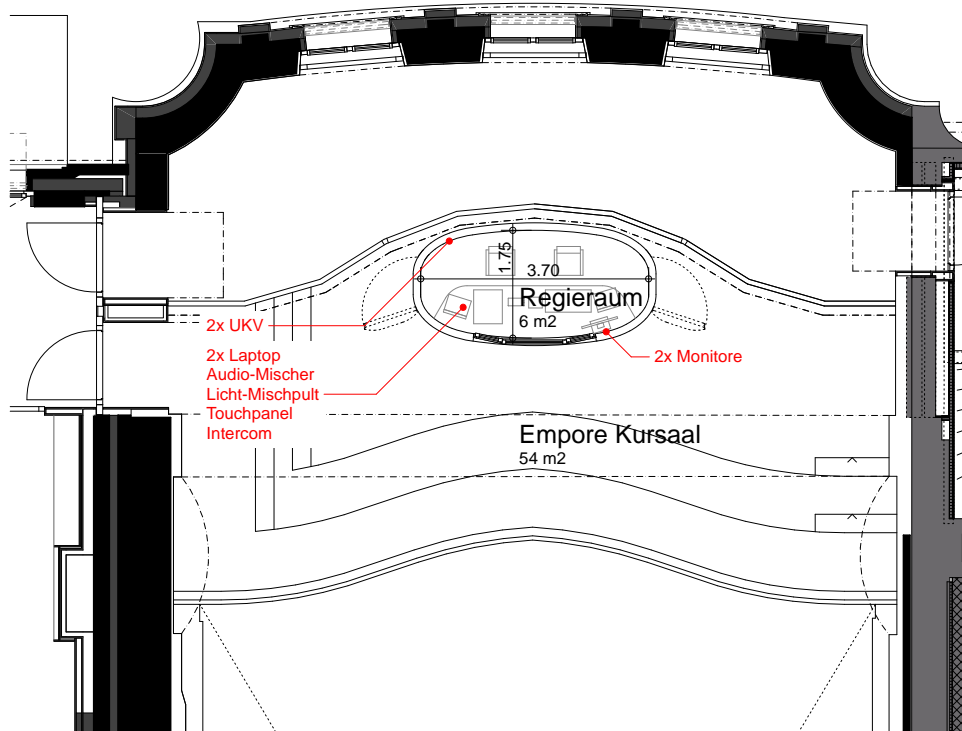
The Kursaal is located on the ground floor and is accessible without thresholds.



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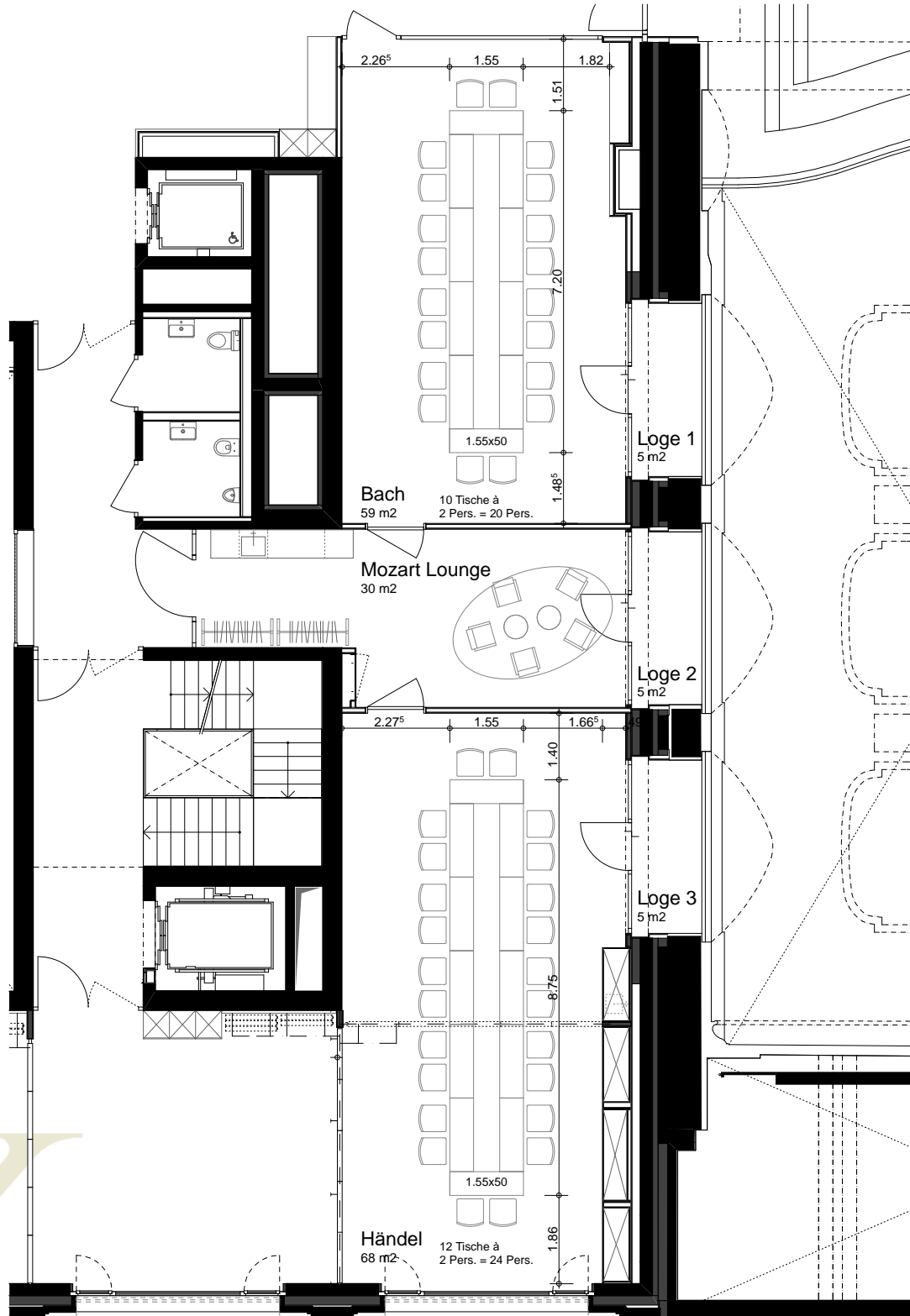
10. Directing room in the Kursaal

The control room is located on the gallery.



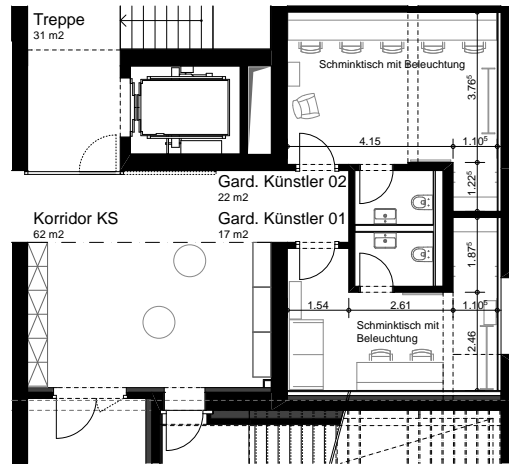
11. Seminarrooms Bach & Handel incl. Mozart Lounge

The Seminarrooms Bach & Handel and the Mozart Lounge are located on the 1st floor.



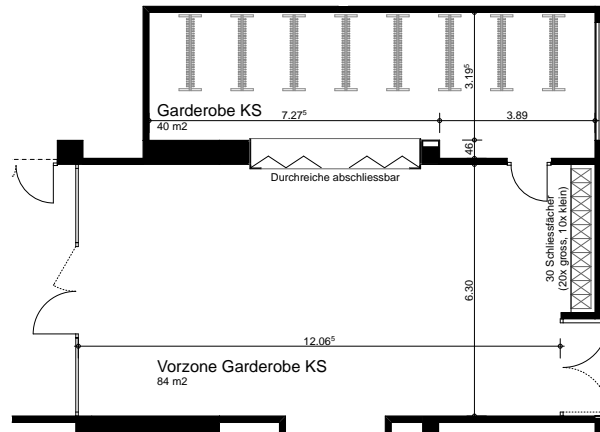
12. Artists' Cloakrooms 1 & 2

The artists cloakrooms are located in the basement.



13. Guest Cloakrooms

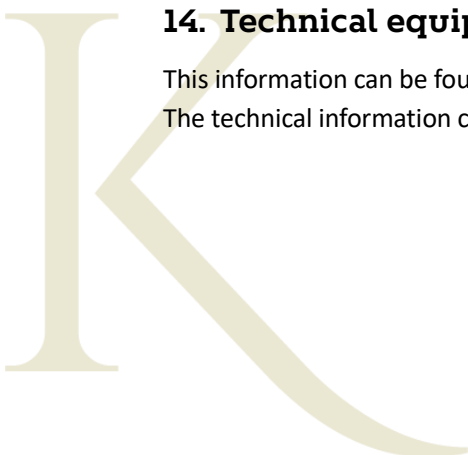
The guest cloakroom is located in the basement.



14. Technical equipment for the Kursaal and the seminar rooms

This information can be found in the technical document, which you can find on our website.

The technical information can be found here: <https://www.kursaalengelberg.ch/derkursaal>



15. Provision Hall / Stage / Artists' Cloakrooms

Each tenant must contact the administration of the Kursaal no later than 14 days before the event in order to be able to take any changes or requests into account. Unless otherwise advised we assume that the event will be carried out in accordance with the reservation confirmation. After the expiry of this notification period, additional services can no longer be granted for scheduling reasons. By triggering additional services, the tenant acknowledges the resulting costs in accordance with the confirmed approaches.

Stage / Stage Instructions

Special stage instructions and facilities must be agreed with the administration of the Kursaal no later than 14 days before the event. In the case of events with stage use and the associated furnishing work, the lessee is liable for improper use of the technical equipment and equipment by unauthorized persons in the event of personal injury as well as for damage to property. The technical equipment may only be operated in consultation with the technical manager of the Kursaal, the tenant is responsible for the costs. The artists, theatre groups and associations that perform at an event are provided with the corresponding artist Cloakrooms (for a fee) in the UG. During rehearsal work, the hall rooms outside the stage area may not be entered. Only those directly involved in the performances or working as auxiliary staff have access to the stage.

16. Kitchenequipment (appliances and type)

The Kursaal has its own catering kitchen on the ground floor.

	Designation	Manufacturer	Type
1	Steamer	Hugentobler	Practico Vision
1	Steamer(bays 2 x 1/1 GN)	GISI System Rational	Self Cooking Center SCC
1	Bottel Cooling-shelf/Central Cooling	Ideal	BRILLANT KR 145-Z
1	Beverage-Kühökopus 1000 mm	Ideal	
1	Built-in induction hob	Bernese	BI2EGFF10
1	Circulating air refrigerator	Cool Compact	HKON057-MS
1	Circulating air freezer	Cool Compact	HKMT057-MS
1	Hood-washing machine	Meiko	M-ICLEAN-HM
1	Glass Dishwasher	Meiko	M-ICLEAN-UM+
4	Thermal bridges		
1	Cooling room (3 m2)		
1	Coffee machine (beancoffee)*	Franke	Evolution - mobile
1	Coffee machine (bean coffee)*	Franke	Evolution - permanently installed

* Fee CHF 2 per cup incl. Coffee beans (sugar and coffee cream must be brought)

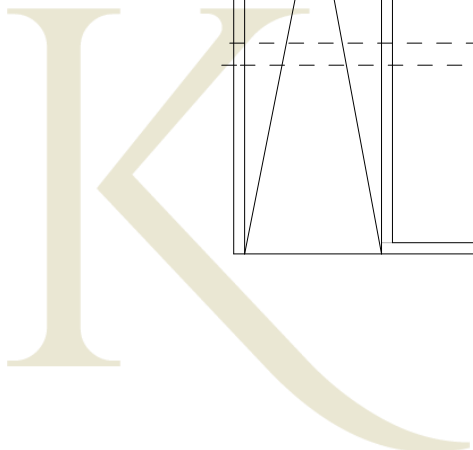
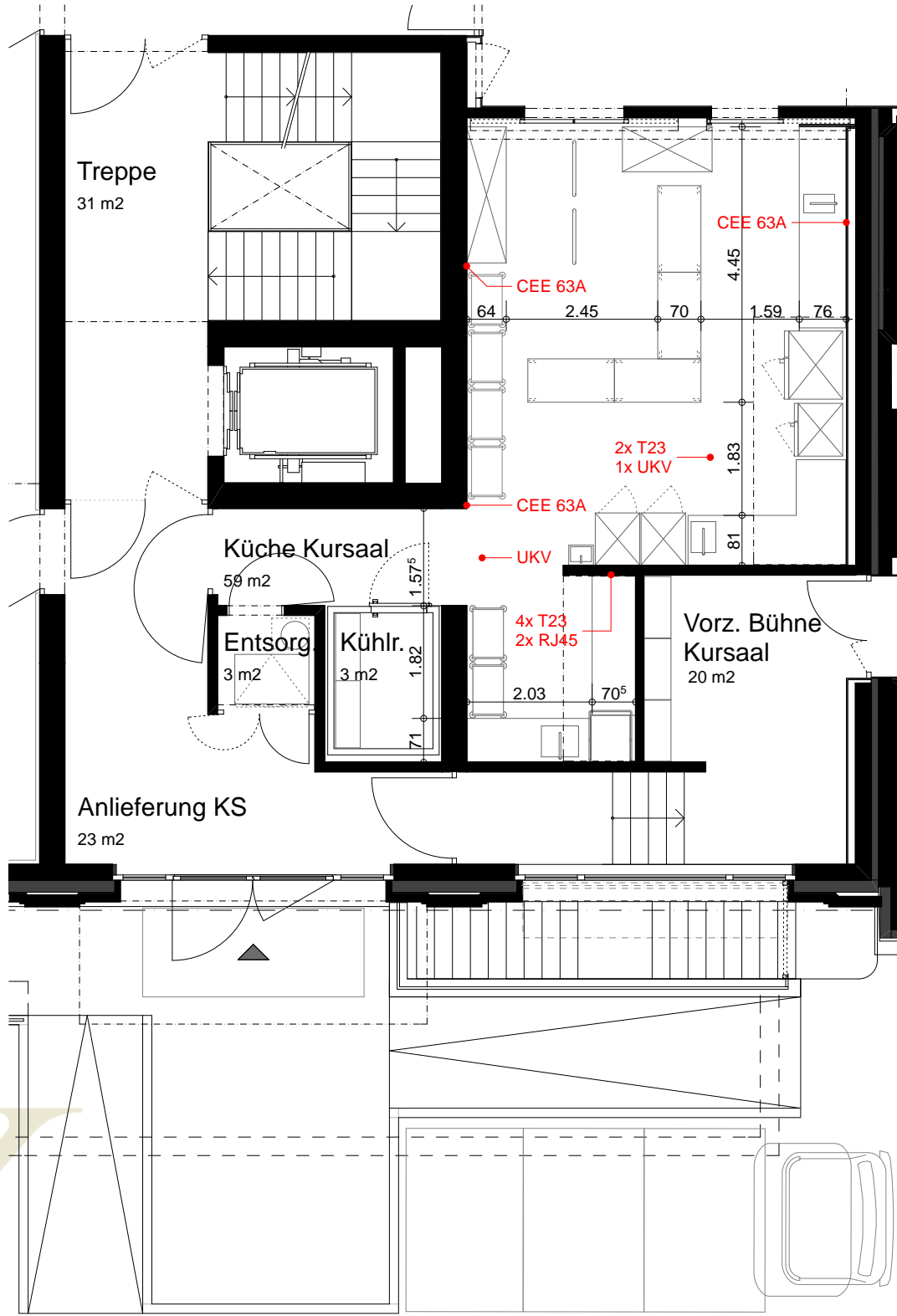
17. Power connections

Various CEE 63A connections are available. For details, see Situation Plan Kitchen page 8.



18. Situation plan kitchen

The catering kitchen has various secured power connections. The kitchen is directly accessible via delivery Kursaal.



19. Silence / Order for delivery

As the organizer, the lessee is responsible for peace and order on both public and closed occasions. For noise-intensive events, windows and doors must be kept closed. Dismantling work after 10 p.m. must be done quietly out of consideration for the neighborhood and the residents.

A responsible representative of the organizer must be present until the end of the event and will assist in keeping the night's rest.

20. Sound and Laser Ordinance

The sound and laser ordinance applies to all enhanced performances (including disco music) and light shows in Switzerland. It regulates the maximum volume and responsibilities.

Events with a sound level above 93 dB(A) must be reported in accordance with SLV Art. 8. The registration form must be submitted in writing to the office for the environment in Sarnen at least 14 days before the event.

21. Visitors cloakroom

The cloakroom in the basement can be rented via Kursaal Engelberg AG.

Half an hour after the end of the event, any liability will be denied for items that have not been picked up in time. The house manager disclaims all liability with regard to the cloakrooms.

22. External catering companies

If you do not bring your own caterer, Kursaal Engelberg AG will be happy to submit proposals for a suitable catering company and establish contact. The catering company has to pay a fee of CHF 5 per person per day. If only a coffee break is offered, this tax is omitted. When using the coffee machines of the Kursaal kitchen, including coffee beans, we charge a fee of CHF 2 per cup (sugar and coffee cream must be brought).

Rent of the Kursaal-Eventkitchen for serving purposes CHF 200 per day flat rate
incl. coffee machine, dishwasher, fridge.

Rent of the Kursaal-Eventkitchen "complete" CHF 500 per day flat rate

The respective contractual partner undertakes to pay for damage in the kitchen due to breakage (glasses, dishes, etc.) or other damages or losses. The waste will be disposed of by the organizer. If the disposal is carried out by Kursaal AG, an amount of Fr. 20.-/110-l bag will be charged to the organizer. An internal settlement with the respective caterer is the responsibility of the contractual partner.

23. Contact for further information

For further information and to book a visit, the managing director Susanne Calligaris is at your disposal.



24. Rental prices for technical equipment and services

Technical material	Preise in CHF
Flip Chart (8)	30.00 / Day
Pinboard (magnetic) (6)	30.00 / Day
Pinboard (magnetic) (2)	30.00 / Day
Audio	
Additional micro (hand)	50.00 / Day
Additional micro (Headset)	50.00 / Day
Services (Personal Kursaal Engelberg AG)	
Event support & various services during the event	per hr 100.00
Changing seating during the event	flat rate 500.00
Cloakrooms and cash register service	per hr 50.00
Additional expenditure cleaning (according to operating regulations)	at cost
Secretariat and organization	per hr 60.00
Security staff (especially for weddings from 10 pm – noise control)	per hr 100.00
Technician audio, video, light	per hr 100.00
Midnight surcharge	
From midnight to 01:00 am	500.00
every additional hour until 04:00 am	250.00
later than 04:00 am	please ask us

If an event duration would be longer than 02:00 am, the organizer will be charged CHF 100.00 (incl. VAT) per hour for the supervising by our Kursaal staff.

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