maison st françois

Booking confirmation

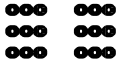
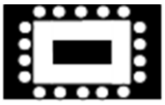
Dear Sir or Madam,

Thank you for your request. We are pleased to confirm your booking. Please complete, correct if necessary, date and sign this document and return a copy to us as soon as possible.

General information

	Contact details	
	Group name:	
	Person in charge:	Phone number:
	Street and number:	Postcode / Town:
	E-mail address:	
	Event details	
	Number of people:	Date(s):
	Arrival time:	Departure time:
	Speaker(s):	Phone number:
	For organisational reasons and to welcome you in the best possible way, please send us the list of participants as well as the programme and all the times of your stay as soon as possible.	

Meeting room(s)

	Meeting room categories			
	☐	"Large" category	CHF	
	☐	"Medium" category	CHF	
	☐	"Small" category	CHF	
	Meeting room layout without tables			
	☐  *Circle*		☐  *Theatre style*	
	Meeting room layout with tables			
	☐  *U-shape*	☐  *Closed square*	☐  *Classroom*	☐  *Herringbone*
	☐ **Other layout:**			

Equipment				
☐ Projector	included	☐ Piano	CHF 50.00 / day	
☐ TV / Video / DVD	Free – on request	☐ CD/MP3 player	Free – on request	
☐ Flipchart	included	☐ Microphone	Free – on request	
Water bottles				
☐ For the speaker(s)		☐ for everyone		☐ no

Break

Date(s):		Morning – time:		Afternoon – time:	☐ no
Composition					
	Coffee	CHF 3.50 / pc		Tea	CHF 3.50 / pc
	Croissant	CHF 1.80 / pc		Milk bread roll	CHF 1.80 / pc
	Mini pastries	CHF 4.50 / pc		Seasonal fruit	CHF 1.00 / pc
	Biscuit – cake	CHF 15.00 / pc (for 10 people)			
Please state the number of snacks you would like for your break, as we invoice what has been ordered. Thank you for your understanding.					

Catering

"Seminar" lunch	**Set menu – served on the plate**		**12:15**
Starter – main – dessert – coffee Water on the table included "Home-style" concept Vegetarian and special diets to be stated when booking	CHF 25.00 / pers.	Quantity:	
"Seminar" dinner (meat-free)			**18:30**
Starter – main – dessert	CHF 21.00 / pers.	Quantity:	
Aperitif or brunch			
Aperitif (see aperitif menu)	No.	CHF / pers.	Quantity:
Brunch		CHF / pers.	Quantity:
Other traditional and event catering			
Our kitchen team is happy to offer you other tailor-made options and to adapt to your special requests, for any type of menu and at all price levels. Feel free to consult our full menu. Meal times can also be adapted on request.			

Accommodation

Rooms Rates are negotiated specifically for groups. Please contact reception.			
	Single rooms / WC / shower	CHF	
	Double rooms / WC / shower	CHF	
	Quadruple rooms / WC / shower	CHF	
Number of nights:		Number of tourist taxes:	
Breakfast	**6:30–8:45 weekdays | 8:00–10:00 weekends**		
	Breakfast buffet		CHF 14.00 / pers.
Please note that rooms are available from 3 pm. By prior arrangement with reception and if possible, earlier access to the rooms can be agreed. In addition, a few days before your arrival you will receive a link to obtain the Jura Pass, which allows you to travel by public transport throughout the Canton of Jura and offers many benefits. The group leader must enter the details of all participants.			

Use of places of prayer

	☐ Chapel	Date(s):	Times:
	☐ Crypt	Date(s):	Times:

Payment

	☐ Group	☐ cash	☐ invoice
	☐ Individual	☐ cash	☐ invoice

Deposit

	A deposit equivalent **to 15%** of the estimated total is invoiced when the booking is confirmed. Deposit amount: CHF

Cancellation fees

	90 to 60 days	=	15% of the estimated total
	59 to 30 days	=	30% of the estimated total
	29 to 11 days	=	80% of the estimated total
	10 days	=	100% of the estimated total
	Meals	=	**Any cancellation on the day will be charged**

Thank you for the trust you have placed in us. Kind regards.

The Maison Saint-François team

	☐Cancellation and payment terms read and approved	Signature: