

# General Terms and Conditions

## Private Team Event Bookings – Paint It Easy GmbH

These General Terms and Conditions apply to private team event bookings organised by Paint It Easy GmbH.

By accepting an offer and confirming an event booking, the client agrees to these terms.

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## 1. Booking and Confirmation

An event booking is considered confirmed once the client has **accepted the offer in writing**.

For events with a total value exceeding **CHF 5,000**, a **30% deposit** is required to secure the booking.

Deposit invoices are issued via **Bexio** and must be paid within **10 days**.

For events below this amount, written confirmation from the client is sufficient to secure the booking.

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## 2. Payments and Final Invoice

The accepted offer represents the **minimum event cost**.

Additional charges may apply for:

- additional participants
- extended event duration
- catering or beverage consumption
- additional services requested during the event

These adjustments will be reflected in the **final invoice**, which will be issued after the event via **Bexio**.

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### 3. Cancellation and Rescheduling

Once an offer has been accepted and the event date reserved, the following cancellation terms apply:

- **More than 14 days before the event:** Full refund of any deposit paid.
- **Between 14 and 7 days before the event:** 50% of the agreed event cost will be invoiced.
- **Less than 7 days before the event:** 100% of the agreed event cost will be invoiced.

If possible, both parties may agree to **reschedule the event**, subject to availability.

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### 4. Event Adjustments

All event details must be finalised **7 days before the event date**.

Until this deadline the client may adjust:

- participant numbers (**±20%**)
- catering options
- start time (**±1 hour**, subject to availability)
- other event details

After this deadline **no structural changes can be made**.

If the number of participants decreases after the deadline, the originally confirmed number will be invoiced.

Additional participants attending the event will be charged accordingly.

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## 5. Event Duration and Additional Services

The event duration and services are defined in the accepted offer.

Additional time, services, or consumption requested during the event may incur additional charges and will be reflected in the final invoice.

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## 6. Event Location

Events may be hosted either:

- in a **Paint It Easy studio**, or
- at an **external venue or client location**.

For events held outside Paint It Easy studios, additional fees may apply for **transportation, setup, and logistics**, as specified in the offer.

The client is responsible for ensuring that the external venue provides appropriate space and furniture unless otherwise agreed.

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## 7. Artwork Pickup and Storage

For **painting events**, artworks may remain stored at the studio for **up to 7 days** after the event.

For **ceramics events**, participants will be notified once their pieces are **fired and ready for pickup**, typically within **2–4 weeks**.

Clients are responsible for arranging pickup within **two weeks after notification**.

Shipping can be arranged upon request and may incur additional fees.

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## 8. Conduct and Safety

Participants are expected to behave respectfully throughout the event.

Paint It Easy GmbH reserves the right to remove any participant exhibiting disruptive or inappropriate behaviour without refund.

Participants are responsible for following basic safety instructions during the event.

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## 9. Photography and Media

Paint It Easy GmbH may take photographs during events for documentation and promotional purposes.

Clients who prefer not to appear in photographs must notify the organiser before the event begins.

For corporate events, the publication of photos or videos for promotional or social media use will only occur with the **client's prior consent**.

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## 10. Liability

Paint It Easy GmbH is not liable for any damages, injuries, or accidents occurring during the event unless caused by proven negligence.

Participants are responsible for their personal belongings. Paint It Easy GmbH is not liable for lost or stolen items.

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## 11. Amendments

Paint It Easy GmbH reserves the right to modify these terms and conditions where necessary.

The applicable terms are those in effect at the time the event booking is confirmed.