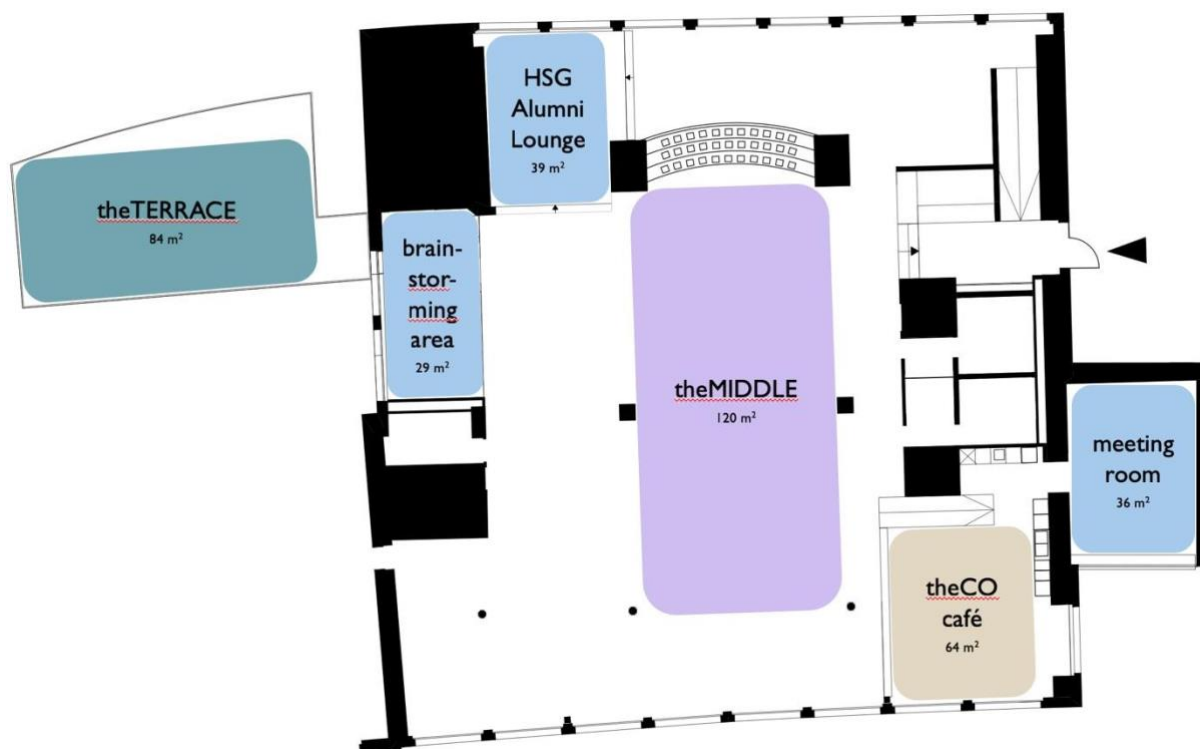


## PRICES & CONDITIONS theCO

Müller-Friedberg-Strasse 6, 9000 St.Gallen



		Students & Clubs <sup>1</sup>	Internal & Teaching	External / For Profit
Half day (up to 5h)	theCO*	CHF 750.-	CHF 1'000.-	CHF 2'000.-
	theMIDDLE	CHF 380.-	CHF 600.-	CHF 1'200.-
	theTERRACE	CHF 150.-	CHF 200.-	CHF 400.-
	theCO café	CHF 100.-		
	small areas <sup>2</sup>	CHF 50.-		
Full day (over 5h)	theCO*	CHF 1'250.-	CHF 1'670.-	CHF 3'340.-
	theMIDDLE	CHF 630.-	CHF 1'000.-	CHF 2'000.-
	theTERRACE	CHF 250.-	CHF 330.-	CHF 660.-
	theCO café	CHF 170.-		
	small areas <sup>2</sup>	CHF 80.-		

<sup>1</sup> Student clubs officially accredited at the University of St.Gallen

<sup>2</sup> Price per area

\* Please note that the maximum capacity of theCO due to fire-safety reasons is limited to 150 people including employees.

## Services Included

The rental price at theCO includes the following services:

- Room rental
- Furniture and material already in the room
- Event meeting(s) for planning

## Additional Services

The rental price at theCO does not include the following additional services, which are subject to a fee and will be charged accordingly.

- Additional employee hours for: charged at CHF 35.- per hour
  - o Additional furniture and transport
  - o Assembly and dismantling of the event setup
  - o Employee support during the event
  - o Access outside regular opening hours
- Use of technical equipment (incl. instruction) charged at CHF 150.- per day

## Cancellation Policy

In the event of cancellation by the lessee, the following cancellation fees apply:

Notice of Cancellation	Fee Owed
Cancellation less than 2 months prior to the event date	40% of total costs
Cancellation less than 1 month prior to the event date	60% of total costs
Cancellation less than 1 week prior to the event date	80% of total costs

## Catering

At theCO, lessees are free to work with any catering partner of their choice. All catering services and catering contracts are external to theCO and need to be organized by the lessee.

It is the responsibility of the lessee to guarantee access to the catering firm to the location. Furthermore, the lessee is responsible for any material left behind by the catering firm.

## Further Rental Conditions

As theCO is primarily used for co-working during the semester, rental requests are limited by a threshold of two events per week.

The house rules of theCO must be abided by. In particular, the functioning of the technology in the room is not guaranteed without booking technical equipment and support. Cooking in any form is strictly prohibited.

## Contact

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