

COURTYARD[®]
BY MARRIOTT

EVERYTHING YOU NEED FOR YOUR MEETING.

Courtyard[®] Gelsenkirchen



COURTYARD GELSENKIRCHEN



WELCOME TO A REFRESHING APPROACH TO EVENTS

Whether you are planning a business meeting, family reunion or wedding rehearsal, having plenty of options and personalized attention can turn any occasion from special to spectacular. With our dedicated hospitality team standing by, we'll help you discover new ideas, provide on-site services, and make planning your event easier. From flexible meeting spaces, tasty and innovative catering, and audiovisual services, our expert staff can provide anything your event needs.

We are looking forward to planning something together soon.

The Courtyard® Events Team

COURTYARD® GELSENKIRCHEN

Hotelbetriebsgesellschaft Berger Feld Gelsenkirchen mbH
Parkallee 3 | 45891 Gelsenkirchen, Germany
T +49.209.860.0 | info@cy-gelsenkirchen.de
Gruppen- & Bankettverkauf: T +49.209.860.1399 | eventbooking@marriott-ruhrgebiet.de

SELECT SERVICE



ARRIVAL

Access to the Courtyard by Marriott Gelsenkirchen is quick and easy. Just 500 m away from exit Gelsenkirchen Buer of highway A 2 the hotel is situated vis-à-vis of the renowned VELTINS-Arena "auf Schalke". 19 outdoor parking spaces and 68 garage parking spaces are available to our guests at a charge.

GUEST ROOMS

198 guest rooms including 5 suites • All guest rooms and suites offer a spacious working desk, Courtyard DREAMY bedding, a chair with side table, refrigerator and in-room safe, air condition, direct phone with answering machine, high-speed Wi-Fi available (fee), Sat TV, SKY Bundesliga & Sport 1 + 2 available, iron and ironing board, smoke detectors and sprinklers, soundproof windows (tilt opening possible).

GUEST SERVICES

Luggage service on request • free high-speed Wi-Fi in all public areas (except conference area) • business corner • The Market (24 h shop) • ice machines located on every floor • Non-smoking hotel

GASTRONOMY

Restaurant green olive: ca. 120 seats • Harry's Hotelbar incl. Patio: ca. 54 seats • Terrace: ca. 200 seats

FITNESS & WELLNESS

Use of the in-house gym and sauna area is provided free of charge for our guests. It features a Finnish sauna, Turkish steam bath, a solarium (at a charge) and a selection of cardio equipment and a breathtaking view over the Ruhr area. Massages can be arranged.

INCENTIVES

The Metropolis Ruhr offer exciting event locations, comfortable arrival, and diverse cultural activities. Browse through the offers at Ruhr Tourismus GmbH and please feel free to ask us directly – we are happy to assist you.

VELTINS-ARENA "AUF SCHALKE"

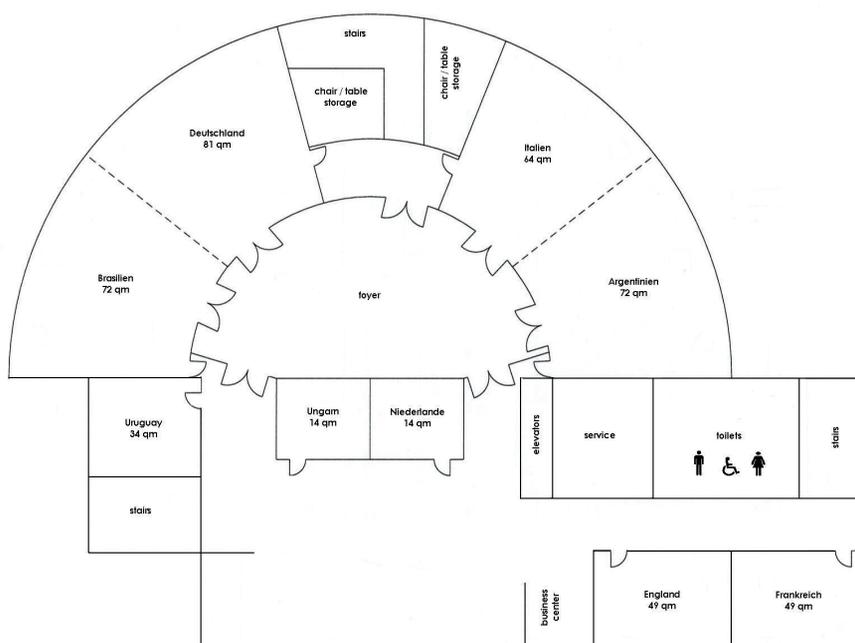
Apart from soccer and major events the arena has developed a remarkable profile. It has become a site for meetings and anniversaries, conventions or corporate events and even weddings. We are happy to make reservations for you.

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MEETING ROOMS

Located on the first floor the 9 modern and versatile meeting and event rooms are characterized by their elegant and welcoming atmosphere. Conferences and meetings as well as festive banquets, gala dinners, receptions and private festivities can be arranged in a special frame here. All meeting rooms (except two board rooms) feature daylight and darkening options and are air conditioned.



TAGUNGSRAUM [Personen] MEETING ROOM [PERSONS]	L X B X H L X W X H	QM SQM	THEATER THEATER	PARLAMENTARISCH SCHOOLROOM	BLOCK CONF	U-FORM U-SHAPE	EMPFANG RECEPTION	RD. TISCHE ROUNDS	MIETE RENT
Deutschland	9 x 9 x 3	81	70	30	16	20	70	40	425
Brasilien	9 x 8 x 3	72	50	25	16	16	70	40	415
Deutschland + Brasilien	9 x 17 x 3	153	140	80	30	30	140	100	860
Argentinien	9 x 8 x 3	72	50	25	16	16	60	40	360
Italien	9 x 7 x 3	63	40	20	14	16	50	30	320
Argentinien + Italien	9 x 15 x 3	135	110	60	25	30	120	80	750
Frankreich	7,4 x 6,7 x 3	49	30	16	12	12	20	20	230
England	7,4 x 6,7 x 3	49	30	16	12	12	20	20	230
Niederlande	3,7 x 3,8 x 3	14	-	-	4	-	-	-	105
Ungarn	3,7 x 3,8 x 3	14	-	-	4	-	-	-	105
Uruguay [Boardroom]	5 x 6 x 3	30	-	-	10	-	-	-	220

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CONFERENCE RATES



All our following conference package charges are bookable for a minimum of 5 participants including:

- Allocation of a meeting room fitting the number of delegates
- Standard meeting equipment: 1 LCD projector, 1 screen, 1 pinboard with 1 paper, 1 flipchart, 1 case with trainer equipment, 1 nameplate per delegate, 1 note pad and 1 pen per seat

VIP SPECIAL € 74,50 per person/day

- Welcome coffee in the conference foyer with coffee, special coffee and tea
- Vital start-up in the meeting room (e. g. a piece of fruit, an "Actimel", a smoothie or similar placed on each delegates place)
- Unlimited mineral water and apple juice in the meeting room and special coffee in the conference foyer (premium brands: Granini, Apollonaris, ViO, Coca Cola, Heimbs coffee)
- Coffee break in the conference foyer with coffee, special coffee, tea and a snack at your choice*
- Lunch in our Restaurant green olive incl. 1 soft drink (0,2 l) and 1 cup of coffee/tea; depending on the number of guests we offer a 3 course menu or a buffet at chef's choice
- Coffee break in the conference foyer with coffee, special coffee, tea and a snack at your choice*

ALL INCLUSIVE € 61,00 per person/day

- Coffee break in the conference foyer with coffee, special coffee, tea and a snack at your choice*
- Lunch in our Restaurant green olive incl. 1 soft drink (0,2 l) and 1 cup of coffee/tea; depending on the number of guests we offer a 3 course menu or a buffet at chef's choice
- Coffee break in the conference foyer with coffee, special coffee, tea and a snack at your choice*
- Unlimited mineral water and apple juice in the meeting room

CLASSIC PACKAGE € 43,50 per person/day

- Coffee break in the morning with coffee, special coffee, tea and pastry
- Lunch in our Restaurant green olive; depending on the number of guests we offer a 3 course menu or a buffet at chef's choice
- Coffee break in the afternoon with coffee, special coffee, tea and cake or danishes

At your request we can offer you unlimited mineral water and apple juice in the Classic package as well (surcharge € 12,00 per person and day), other beverages on request.

MEETING HEALTHY AND VITALITY

We provide you with fresh fruit for your participants during the time of your meeting in our conference floor foyer.

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COFFEE BREAKS



Feel free to choose the flavour of your coffee breaks by yourself*. Please choose from the following, extensive offers of sweet, hearty, healthy or spicy snacks:

Kiosk [sweet] Something for the sweet tooth

This snack can contain mini-muffins, mini-donuts, a mixed bag of wine gums and licorice, mini-candy bars, small chocolate-covered cream cakes, selection of mini-icecream or the like.

Vitalis [vital] Quite the slight time

This snack can contain small fruit spits, fruit cocktails, yoghurts, buttermilkshakes in long drink glass with fruit, muesli bars, vegetable sticks with dip or the like.

Snack "Brotzeit" [solid] Here it may be rich

This snack can contain Bavarian meat loaf, savory cheese spread, pretzels (with butter), smoked sausages, selection of cheeses, ham, bread with lard or the like.

North Sea [fishy] It must not always be meat

This snack can contain bagel halves with smoked salmon, tuna, trout or shrimps, warm mini-hash browns with strips of smoked salmon, small grilled fish spits or the like.

Ruhr [spicy] A local selection

This snack can contain a small portion of Currywurst, small wraps, warm mini-meat balls, minced meat in puff pastry, open sandwiches or the like.

Trendy [popular] Quite close to the spirit of age

This snack can contain wraps, yakitori spits, dim sum, spring rolls or the like.

* Choice of coffee breaks is only available in combination with our VIP special or All inclusive meeting package.

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ROOM RATES



ROOM RATES

We would like to draw your attention to the fact that our delegate rates are calculated the way that the room rent is only covered if room size and number of participants are in proportion. Should this not be the case due to availabilities or requirements of the host we are entitled to charge additional room rent.

In order to make this more transparent for your understanding we have divided our meeting rooms into different categories according to room sizes. Furthermore we have assigned a minimum number of participants to each category. If this minimum is not reached additionally room rent will be charged. The deviation of actual number of participants and minimum number of participants is the basis for the calculation and will be multiplied by € 20.00 per day. The result is the additional room rent per day.

Categories	Room sizes	Minimum number of participants
Category I	30 sqm - 49 sqm	10 persons
Category II	63 sqm - 81 sqm	15 persons
Category III	135 sqm - 153 sqm	25 persons

Example

You have booked a category II room but have only 12 people participating in your event thus falling 3 persons short of the required minimum number of participants for a category II room and an additional room rent of € 60.00 per day will be charged (3 person deviation x € 20.00 = € 60.00 additional room rent per day).

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EQUIPMENT



Our room fees as well as the conference rates include the following **standard equipment**:

- 1 LCD projector, 1 screen, 1 pinboard with 1 paper, 1 flipchart, 1 case with trainer equipment, 1 nameplate per delegate, 1 note pad and 1 pen per seat

We are happy to provide you with the following additional equipment at a charge:

Additional Equipment	Charge
Video projector	€ 120,00/day
Laserpointer	€ 10,00/day
Flipchart incl. pen and paper	€ 8,00/day
Flipchart paper	€ 5,00/pad
Color copies (DIN A4)	€ 0,50/piece
Standard copies (DIN A4)	€ 0,25/piece (20 copies free per event)
Mobile projection screen	€ 35,00/day
Moderation case extra	€ 15,50/day
Pinboard with 1 x paper	€ 5,00/day
Pinboard paper	€ 2,00/piece
Technician	on request

In cooperation with professional suppliers of the region we are happy to provide you with the latest media and communication equipment on your request. Please do not hesitate to ask us, we are happy to assist you.

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GENERAL TERMS AND CONDITIONS FOR EVENTS

Applicability

1. These Terms and Conditions govern contracts for the rental of the hotel's conference, banquet, and convention rooms for events such as banquets, seminars, conferences, etc., as well as all other associated services and goods provided by the hotel.
2. The hotel's prior written consent is required if the rooms, areas, or display cases are to be rented or sublet to a third party, or if invitations are issued for introductory interviews, sales promotions, or similar events.
3. The event organizer's terms and conditions apply only if this is expressly agreed in writing.

Conclusion of contract; parties; liability

1. The contract is made by force of the hotel's application acceptance (confirmation) to the event organizer. They are the parties to the contract.
2. If the customer/orderer is not the event organizer, or if a commercial agent or organizer is being used by the event organizer, then these parties are liable together with the event organizer as joint and several debtors for all obligations originating in the contract.
3. The hotel is liable for its obligations originating in the contract. Its liability is limited to defects of performance attributable to intent or gross negligence on the part of the hotel, except in the area typical for the performance. In addition, the event organizer is obligated to notify the hotel in due time if there is a possibility extraordinarily extensive damage may be incurred.

Services, prices; payment

1. The hotel is obligated to render the services ordered by the event organizer and agreed by the hotel.
2. The event organizer is obligated to pay the hotel's prices agreed for such services. This also applies to services and expenses of the hotel to third parties incurred in connection with the event.
3. Value-added tax as required by law is included in the agreed prices. If the period between conclusion of the contract and the event exceeds four months and if the price generally charged by the hotel for such services increases, then the agreed price may be raised to a reasonable degree, not to exceed ten percent.
4. Invoices from the hotel not stating a due date are due and payable in full within ten days of receipt. In case of delayed payment the hotel is entitled to charge interest at a rate of 4 points over the current basic rate or the equivalent interest rate of the European Central Bank. The event organizer and the hotel reserve the right to prove lower or higher actual damages, respectively.
5. The hotel is entitled to require a reasonable advance payment at any time. The amount and date of the advance payment may be agreed in writing in the contract.

Rescission by the hotel

1. If the advance payment is not made even after a reasonable grace period set by the hotel has expired with warning of rejection having been given, then the hotel is entitled to rescind the contract.
2. Furthermore the hotel is entitled to rescind the contract for justifiable cause, examples being:
 - If acts of God or other circumstances beyond the hotel's control render fulfillment of the contract impossible;
 - If events are booked using misleading or false representation of major facts such as the event organizer or purpose;
 - If the hotel has good reason to assume that the event might jeopardize the hotel's smooth operations, security, or public reputation without these being attributable to the hotel's sphere of dominion or organization;
 - If there is an infringement of item Applicability (2) above.
3. The hotel must inform the event organizer without delay that it is exercising its right of rescission.
4. The event organizer does not derive any right to compensatory damages from the hotel, except in cases of intentional or grossly negligent behavior on the part of the hotel.

Rescission by the event organizer (cancellation)

1. In the event of rescission by the event organizer, the hotel is entitled to charge the agreed rent if further rental is no longer possible.
2. If the event organizer cancels between the eighth and fourth week prior to the date of the event, the hotel is entitled to charge – in addition to the agreed rent – 35 percent of lost food sales (70 percent of food sales for any later cancellation).
3. Food sales are calculated using the following formula: menu price banquet times the number of persons. If no price had yet been agreed for the menu, the least expensive three-course menu in the current set of event offerings is used.
4. This is taken to cover expenses which are saved per items (2) and (3) above. The event organizer and the hotel reserve the right to prove lower or higher actual damages, respectively.

Changes in number of participants and time of event

1. Every change in the number of participants must be communicated to our banquet department at least three business days before the start of the event. Such change must be approved by the hotel. Diminutions stated after this period will not be considered for the invoice.
2. If there is an upward change, charges will reflect the actual number of participants.
3. If the number of participants changes by more than ten percent, the hotel is entitled to reset the agreed prices and to exchange the confirmed room reservations unless this is unacceptable to the event organizer.
4. If the event's agreed starting or ending times change without the hotel's prior written consent, the hotel may charge for the added cost of stand-by service, unless the hotel bears blame.

Bringing food and beverages

The event organizer may not bring food or beverages to events. Exceptions must be agreed in writing with the banquet department. In such cases a charge will be made to cover overhead expenses.

Technical facilities and connections

1. To the extent the hotel obtains technical and other facilities or equipment from third parties for the event organizer at the event organizer's request, it does so on behalf, by authority, and on the account of the event organizer. The event organizer is responsible for the careful handling and proper return of the equipment. The event organizer releases the hotel from all third-party claims arising from the provision of the facilities or equipment.
2. Written consent is required for using the event organizer's electrical systems on the hotel's electrical circuit. The event organizer is liable for malfunctions of or damage to the hotel's technical facilities caused by using such equipment, to the extent the hotel is not at fault. The hotel may charge a flat fee for electricity costs incurred through such usage.
3. The event organizer is entitled to use own telephone, telefax, and data transfer equipment with the hotel's consent. The hotel may charge a connection fee.
4. If suitable equipment of the hotel's goes unused because the event organizer's own equipment is connected, a charge may be made for lost revenue.
5. Malfunctions of technical or other equipment provided by the hotel will be remedied immediately whenever possible. To the extent the hotel was not responsible for such malfunctions, payment may not be withheld or reduced.

Loss of or damage to property brought in

1. Objects for exhibit or other items including personal property brought into the event rooms/hotel are there at the risk of the event organizer. The hotel assumes no liability for loss, destruction, or damage to or of such objects, excepting cases of gross negligence or intent on the part of the hotel.
2. Decorations brought in must conform to the fire code. The hotel is entitled to require official evidence thereof. Due to the possibility of damage, the hotel must be asked before objects are assembled or installed.
3. Objects for exhibit and other items must be removed immediately following the end of the event. If the event organizer fails to do so, the hotel may remove and store them at the event organizer's expense. If the objects remain in the room used for the event, the hotel may charge rent for the period they remain there. The event organizer and the hotel reserve the right to prove lower or higher actual damages, respectively.

Event organizer's liability for damage

1. The event organizer is liable for all damage to building or furnishings caused by participants in or visitors to the event, employees, other third parties associated with the event organizer, and the event organizer him- or herself.
2. The hotel may require the event organizer to provide reasonable security (e.g., insurance, security deposits, sureties).

Final provisions

1. Changes or supplements to the contract, the application acceptance, or these Terms and Conditions for Events should be made in writing. Unilateral changes and supplements by the event organizer are invalid.
2. Place of performance and payment is the location of the hotel's registered office.
3. In the event of litigation the courts at the location of the hotel's registered office have exclusive jurisdiction for commercial transactions, including disputes regarding checks and bills of exchange. To the extent a party fulfills the requirement of the German Code of Civil Procedure, section 38, subsection 1, and does not maintain a general domestic venue, the courts at the location of the hotel's registered office have exclusive jurisdiction.
4. The contract is governed by and construed in accordance with German law.
5. Should individual provisions of these General Terms and Conditions for Events be invalid or void, the validity of the remaining provisions remains unaffected thereby. Moreover, the statutory provisions apply.

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