



General Terms and Conditions for Event Room Rentals

Booking conditions

The final booking is only valid if you receive a written confirmation from us. If you have not received a response to your booking request within 2 work days, we kindly ask you to contact our administration by telephone (Tel. +41 (0)61 225 90 90).

The price calculated with a booking confirmation is provisional and not binding.

The fee for a custodian is based on the time the custodian is effectively present.

For consumption of refreshments/aperitifs, the costs are billed based on expenditures and presented accordingly.

If you would like to have your event catered, please contact us for more information on catering options.

Cancellation Policy

For cancellations 14 days to 48 hours before rental begin: 50% of rental costs are charged.

For cancellations within 48 hours before rental begin: 100% of the rental costs are charged.

For failure to appear on the day of the appointment: 100% of the rental costs are charged.

Cancellation of Tuesday rentals must be made by 12 noon on the previous Friday to be considered as made 48 hours in advance.

Terms of Payment

Payments for rentals can be made in cash or with debit and credit cards. Please note we do not accept American Express.

Please note that paying via invoice is only possible within Switzerland.

Additional Charges

Custodian fee Tuesday through Friday from 6pm onward, Saturday from 11am to 1pm: and from 5pm onward, Sunday from 5pm onward.

For up to 40 people: CHF 30 per half hour

For 41 people to max. 90 people: CHF 50 per half hour

Set-up for refreshments/aperitif: CHF 60

Technical Support and Equipment

The venue will be set up according to previous agreement between the rental parties. Additional requirements and the resulting efforts will be billed separately.

Liability

The renter (lessee) is aware that the museum rooms are not separated from the event room.

He/She is liable for any and all costs and damages to furniture, exhibition objects, the building and its rooms as well as personal injuries (to self and others) and theft, that occur in relation to the event.

The renter (lessee) is obliged to follow all fire safety measures and procedures. It is forbidden to have more than 90 people in the room.

Place of jurisdiction is Basel-Stadt

The Museum Management