



## GENERAL TERMS AND CONDITIONS OF JGZ BRDO

### 1. GENERAL

These general terms and conditions govern technical implementation, invoicing of hotel and catering services, payment methods, electronic invoicing, protection of personal data and booking cancellations.

The general terms and conditions apply and are used for the performance of the activities of JZG Brdo, and apply equally for all clients, unless otherwise agreed in writing with each client.

The terms and conditions are an integral part of every confirmed booking. Every client who confirms an event fully, irrevocably and unconditionally accepts these general terms and conditions.

The general terms and conditions are published on the website [www.brdo.si](http://www.brdo.si) in the applicable version. Every event is subject to the general terms and conditions published on the website [www.brdo.si](http://www.brdo.si) at the time of the booking confirmation.

### 2. TECHNICAL EQUIPMENT AND SERVICES

The technical implementation is under the responsibility of JGZ Brdo.

### 3. CATERING SERVICES

JGZ Brdo as the facilities user reserves the exclusive right to provide catering services.

Invoicing of beverages and drinks:

- Coffee in thermos containers according to the amount ordered,
- Milk, waters, juices, wines, beers, energy drinks according to the number of open packages.

It is possible to agree on a limit of beverages (agreed quantity).

Invoicing of food according to pre-ordered and confirmed quantities or the number of persons.

The exact number of persons/quantities must be provided at least 72 hours before the beginning of the event. On the day of the event, a maximum of 5% deviation from the ordered number of catering services is possible, whereby the changes must be communicated by 9am on the day of the event.

Not later than on the day of the event the name and surname of the person signing the catering delivery note, which is the basis for invoicing, must be provided.

### 4. BOOKINGS

There is an possibility of an optional booking, namely for a maximum of two dates that may be booked for a maximum of three months from the booking date. In the case of a request for an

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optionally booked date, the date must be confirmed within 5 calendar days. If the optional date is not confirmed, JGZ Brdo interprets this as a cancellation of the date.

Before the final booking confirmation, JGZ Brdo reserves the right to cancel the optional booking.

JGZ Brdo reserves the right to request advance payment.

## 5. PAYMENT METHODS

For **natural persons**, the limit for cash payment is EUR 5,000.00 (final amount including VAT).

For **legal persons**, the limit for cash payment is EUR 420.00 (final amount including VAT). Amounts higher than those can be paid via a business card or to the business bank account of the institution within 15 days after the provision of the services. In case of using an order form, the latter must be provided at the latest on the day of the event (in paper or electronic form). On the purchase order it is necessary to state the tax number and the status of the person liable: taxable person YES/NO.

The payment deadline for **direct budget users** is on the 30th day after the receipt of the invoice and for **indirect budget users** it is a maximum of 30 days after the receipt of the invoice, and is performed to the business bank account of the institution. The order form must be provided at the latest by the day of the event (in paper or electronic form). On the purchase order it is necessary to state the tax number and the status of the person liable: taxable person YES/NO.

At the confirmation of the booking payers of individual services must be named. If the contracting authority of the services is not the same as the payer, the contracting authority shall be claimed in case of non-payment of the services by the payer.

We reserve the right to change prices.

## 6. ELECTRONIC INVOICING

The invoice for the provided services can be issued in electronic form in the following ways:

- To your e-mail address,
- To your online banking system,
- through the EBA Exchange protocol.

If the client decides for the electronic receipt of invoices, he/she fills in the enclosed form and forwards it to the contact person.

## 7. COSTS OF CANCELLATION BY THE CONTRACTING AUTHORITY

Cancellation of an event or an overnight stay at the hotel is possible only in writing. In the case of booking cancellation the costs are calculated as follows:

### 1 - for already confirmed weddings and ceremonial events for natural persons (jubilees, anniversaries...):

- up to 365 days before the event: 100% of the value of the booked area



## **2 - for confirmed congressional events for legal persons:**

- up to 180 days before the event: 100% of the value of the booked area

## **3 - for confirmed events and for overnight stays for groups over 10 persons**

- from 16 up to 30 days before arrival: 30% of the value of the entire order,
- from 10 up to 15 days before arrival: 50% of the value of the entire order,
- from 6 up to 9 days before arrival: 75% of the value of the entire order,
- 5 days or less before arrival: 100% of the value of the entire order.

In the event of force majeure (death, illness, natural disaster or any other event, which the contracting authority had no impact on, and which prevent the execution of the overnight stay or event), JGZ Brdo shall not charge any cancellation costs, other than any costs already incurred.

## **8. PERSONAL DATA PROTECTION**

JGZ Brdo provides a high level protection of personal data in accordance with the legislation on the protection of personal data and undertakes that all personal data received by the contracting authority shall be carefully protected and used solely for the purpose of preparing and executing the event or overnight stay. JGZ Brdo shall communicate individual personal data only to those employees who require access to the data due to the processes related to the execution of the event/overnight stay, and for which it ensures that they are bound to confidentiality. The contracting authority explicitly ensures that, in accordance with the legislation on the protection of personal data, it disposes of adequate bases for all personal data submitted to JGZ Brdo,

JGZ Brdo reserves the right, in accordance with the legislation regulating electronic communication, to send offers for similar services to the e-mail address of the contracting authority, whereby the contracting authority always has the option to reject such use of its e-mail address simply and free of charge.

## **9. POSSIBILITY OF CANCELLATION BY JGZ BRDO**

JGZ Brdo reserves the right to cancel the event due to force majeure or due to a ceremonial event of the highest level, of which JGZ Brdo was not informed at the time of the booking.

Should you require any additional information, do not hesitate to contact us at **+386 (0) 4/260 16 61, +386 (0) 4/260 15 99, +386 (0) 4/260 16 82** or **+386 (0) 4/260 15 44**.

## **10. VALIDITY OF THE GENERAL TERMS AND CONDITIONS**

The general terms and conditions apply as of 15/5/2018 onwards.

Director of JGZ Brdo  
Špela Munih Stanič, MA



## CONSENT TO RECEIVE ELECTRONIC INVOICES

Company information (fill in using capital letters):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode and city: \_\_\_\_\_

VAT Reg. No.: \_\_\_\_\_

We agree to receive the invoices of JGZ Brdo in electronic form (mark and fill in using capital letters):

- To the e-mail (provide the address) \_\_\_\_\_
- Via online banking IBAN \_\_\_\_\_  
BIC code \_\_\_\_\_
- Via EBA Exchange protocol

In \_\_\_\_\_, on \_\_\_\_\_

Signature: \_\_\_\_\_

Please send the signed statement to Ms Urška Oblak at the e-mail address [urska.oblak@brdo.si](mailto:urska.oblak@brdo.si).