

# CONFERENCE VENUE IN THE ALTMUEHL VALLEY

Conference details, hotel facts and figures &  
useful tips for your event





Welcome message	4
Welcome to the ABG Conference Centre	5
How to get here	6
Open spaces for your events	8
Overview of the conference/seminar rooms by capacity	9
Creative conferences	16
Meetings under the open sky	18
Out-of-the-ordinary event formats – modern & dynamic	20
Conference flat rates & conference technology	26
Staying overnight	29
Free time & relaxation	30
Incentive & team building packages	31
Contact details	32
Cancellation policy	33
General terms and conditions	34



## Dear guests, Dear event organisers and coaches,

Meetings and conferences in the beautiful Altmuehl Valley – against the backdrop of a magnificent natural setting, this modern conference centre provides you with all the space and tranquility you need for a successful event.

The Altmuehl Valley Nature Park boasts a picture-perfect natural landscape, crisscrossed by centuries-old, busy trade routes where traders and merchants from various areas and countries used to meet in order to exchange their wares and information. We carry on this tradition here at the ABG Conference Centre. Conveniently located in the centre of Bavaria, in close proximity to the most important seats of industry, people meet here to network, to share experiences, and to learn new things.

Thanks to excellent links to both Munich and Nuremberg Airport, the ICE rail connection, and the short drive via the A9 autobahn, the journey here can be reduced to a minimum and consequently the time can be used efficiently for the event.

We make flexibility and experiences a priority. The large number of conference, creative, and group rooms allow us to design events individually and to offer different formats and setups.

Our beautiful location nestled in this breathtaking natural landscape adds a particular experience value, as in dry weather, there are numerous options to take group work sessions, interactions, and team games outside on our premises. In addition to that, we can organise numerous activities in the open countryside that will provide your participants with unforgettable memories.

On the following pages, you will find important and useful information to enable you to plan your event according to your wishes and requirements. We have printed an overview of what is possible and what you can expect at the ABG Conference Centre. In addition to that, our competent hotel team will be happy to provide you with advice and assistance; they are looking forward to helping you with the optimal planning of your event. You can find additional information on our website.

Ideally, you would visit us in person in order to see for yourself that opting for the ABG Conference Centre is always the right decision. It will be our pleasure to advise you as well as organise and accompany your event until the last guest has left.

With kind regards,  
Your ABG Conference Centre team

# Welcome to the ABG Conference Centre



The ABG Conference Centre is just behind Beilngries, right in the centre of the beautiful Altmuehl Valley. The conference centre, which comprises six buildings, is nestled into the wooded hill slopes above the gently meandering Altmuehl River and evokes a feeling of relaxation as soon as you arrive.

## The hotel at a glance

Rooms	194 Single bedrooms, 51 double bedrooms, 3 apartments
Hotel building	Reception, lobby
Wi-Fi	Free of charge throughout the entire hotel
Restaurants & bars	1 Buffet restaurant with outside terrace, 1 bar
Conference area	20 Conference and 32 group rooms, of which 2 creative rooms and 6 extendable group rooms
Free time & relaxation	Sauna, indoor pool, hire bikes, bowling alley, Crossboccia®, Nordic Walking poles
Parking	320 spaces, mainly parking garage, 2 charging stations for electric cars

## Our advantages for a successful event

- Central location in the centre of Bavaria
- Excellent price-performance ratio
- Well-coordinated and experienced conference centre team
- Generous size of the rooms
- Efficient and high-quality gastronomy
- Single and double bedrooms, most of them with a balcony

# Meetings and conferences in the heart of Bavaria Flexible and time-saving –Your journey to the ABG Conference Centre

ABG x 57  
Tagungszentrum



## ABG Tagungszentrum

Leising 16  
92339 Beilngries

Tel.: 08461 / 650 – 0  
Fax: 08461 / 650 – 1371  
email: [info@abg-tagungszentrum.de](mailto:info@abg-tagungszentrum.de)  
[www.abg-tagungszentrum.de](http://www.abg-tagungszentrum.de)

## Central location in the centre of Bavaria and the heart of the Altmuehl Valley Nature Park

Altmuehl Valley Nature Park	0 km
Beilngries town centre	approx. 3.2 km
Kinding main station (Altmuehl Valley)	approx. 14.3 km
Ingolstadt	approx. 38 km
Regensburg	approx. 57 km
Nuremberg	approx. 72 km
Munich Airport / city centre	approx. 104 / 114 km
Augsburg	approx. 117 km

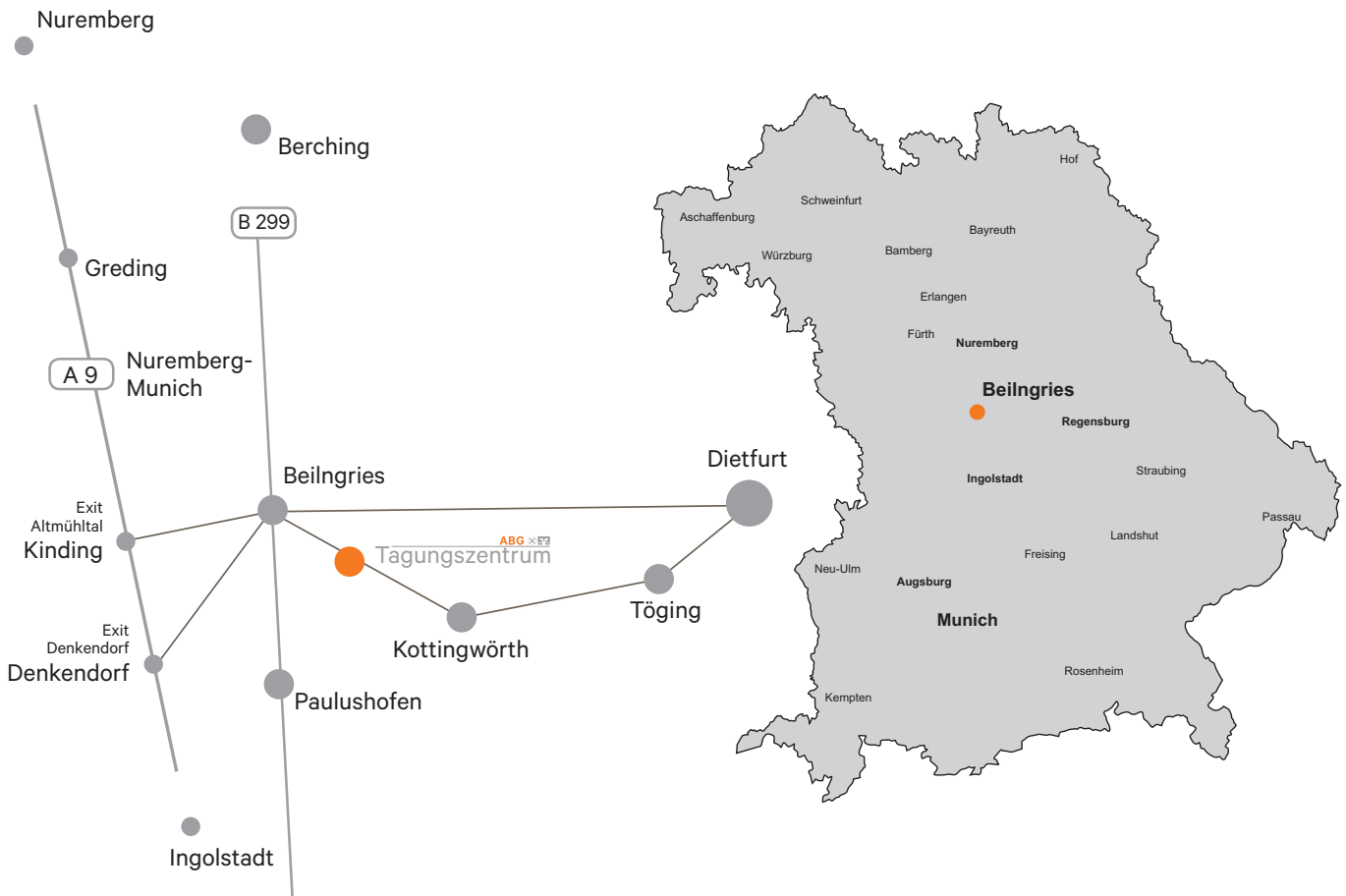
## How to get to the ABG Conference Centre by car

- From the A9, take the Denkendorf exit, and then it is only a short drive to our conveniently located conference centre in the heart of Bavaria.
- A9 Nuremberg - Munich, Altmühltal (Altmuehl Valley) exit or A9 Munich - Nuremberg, Denkendorf exit, direction Beilngries. In Beilngries, direction Dietfurt/Kelheim, after approx. 2 km Leising residential area, turn left up the hill to the ABG Conference Centre.
- If you prefer to arrive by train, you can take the ICE to Ingolstadt and there change onto the Regional Train to Kinding. Kinding is only a short train ride on a Regional Train from Nuremberg as well. From there, you can take the bus or a taxi to Leising.

# Meetings and conferences in the heart of Bavaria

## Flexible and time-saving –Your journey to the ABG Conference Centre

ABG x   
 Tagungszentrum



# Open spaces for your events

## Individual arrangements, setups and conference formats, tailor-made to suit your requirements



In our main building, there is a total of 19 modern conference rooms, 1 creative conference room, 1 creative group room, and 31 further group rooms for up to 200 people available. All rooms offer natural light and the required shading options as well as state-of-the-art conference technology and equipment. The generous room concept in the main building, which covers three levels, allows for individual events to be separated, if requested, and guarantees pleasant free spaces – both inside and outside.

## Overview of the conference rooms

### Foyer with conference room

Size: 190 sqm | Height: 4.00 m  
Flooring: carpet  
Number of seats: Theatre: 170 | Board room: 40 | U-shape style: 30 | Classroom style: 110

### Foyer

Size: 145 sqm | Height: 4.00 m  
Flooring: carpet  
Number of seats: Theatre: 130 | Board room: 30 | U-shape style: 30 | Classroom style: 80

### U8

Size: 145 sqm | Height: 3.00 m  
Flooring: carpet  
Number of seats: Theatre: 140 | Board room: 50 | U-shape style: 40 | Classroom style: 90

### Seminar room

(number: 14)  
Size: 80 sqm | Height: 3.00 m  
Flooring: carpet  
Number of seats: Theatre: 60 | Board room: 30 | U-shape style: 26 | Classroom style: 40

### Creative room

Size: 80 sqm | Height: 3.00 m  
Flooring: carpet  
Number of seats: Creative Fatboys: 20 / Picnic: 32 / Table block: 40 / Theatre: 60

### House 6:

Size: 85 sqm  
Flooring: carpet  
Number of seats: Theatre: 60 | Board room: 26 | U-shape style: 30 | Classroom style: 40

### House 4

Size: 46 sqm  
Flooring: carpet  
Number of seats: Theatre: 24 | Board room: 18 | U-shape style: 12 | Classroom style: 16

### Conference room

Size: 40 sqm | Height: 4.00 m  
Flooring: carpet  
Number of seats: Board room: 18

### Large group room

(number: 6)  
Size: 40 sqm | Height: 3.00 m  
Flooring: carpet  
Number of seats: Theatre: 15 | Board room: 15 | U-shape style: 10

### Small group room

(number: 31)  
Size: 20 sqm | Height: 3.00 m  
Flooring: carpet  
Number of seats: Theatre: 10 | Board room: 10 | U-shape style: 08

### Creative group room

Size: 20 sqm | Height: 3.00 m  
Flooring: carpet  
Number of seats: Creative: 12



# Overview of the conference/seminar rooms by capacity

Room	Type	U-shape style	Classroom style	Theatre style	Board room	Location	Access	Technology
Foyer	C	30	80	130	30	1st floor	TR	B, AC
Conference room	C				18	1st floor		B, AC
Foyer with conference room	C	30	110	170	40	1st floor	TR	B, AC
M 1	C	26	40	60	30	MF		B, MO
M 2	C	26	40	60	30	MF		B, MO
M 3	C	26	40	60	30	MF		B, MO
M 4	C	26	40	60	30	MF		B, MO, A
M 5	C	26	40	60	30	MF		B, MO, A
M 6	C	26	40	60	30	MF		B, MO, A
M 7	C	26	40	60	30	MF		B, MO, A
U 8	C	40	90	140	50	BF	TR	B, MO, AC
U 9	C	26	40	60	30	BF	NA	B, MO
U 10	C	26	40	60	30	BF	NA	B, MO
U 11	C	26	40	60	30	BF	NA	B, MO
U 12	C	26	40	60	30	BF	NA	B, MO
U 13	C	26	40	60	30	BF	NA	B, MO
U 14	C	26	40	60	30	BF	NA	B, MO
U 15	C	26	40	60	30	BF	NA	B, MO
U 16	CR	26	40	60	30	BF	NA	B, MO
House 4	C	12	16	24	18	H 4	TR	B, MO
House 4 I + II	G				8	H 4	TR	
House 6	C	30	40	60	30	H 6		B, MO
House 6 I + II	G				8	H 6		
M 01 - M 15	G			12	8	MF		
U 17 - U 29	G			12	8	BF		
U 25	CR			12		BF		
Room with a fireplace		12				H 6	BC	B

## Key:

### Typ:

C = Conference room  
G = Group room  
CR = Creative room

### Location:

BF = Basement floor  
GF = Ground floor  
MF = Mezzanine floor  
H 4 = House 4  
H 6 = House 6

### Access:

TR = Terrace  
BC = Balcony  
NA = Directly out into nature

### Technology:

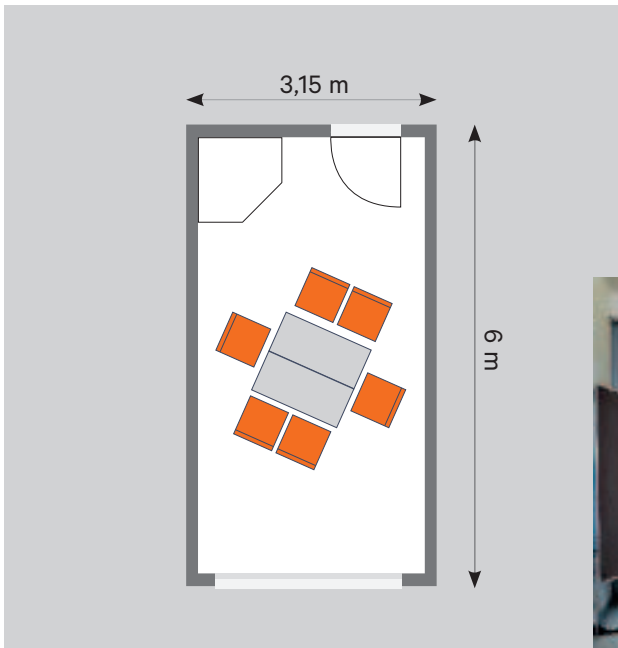
B = Beamer  
MO = Monitor  
AC = Air conditioning  
A = Activeboard

The numbers of people stated always refer to standard seating. Ultimately, the events department is going to clarify with you the character of your planned event as well as the resulting room requirements.

All conference rooms have got lots of natural light, shading options, carpet, electricity via floor power outlets as well as free Wi-Fi. It is possible to enter DSL for the speaker at any time.

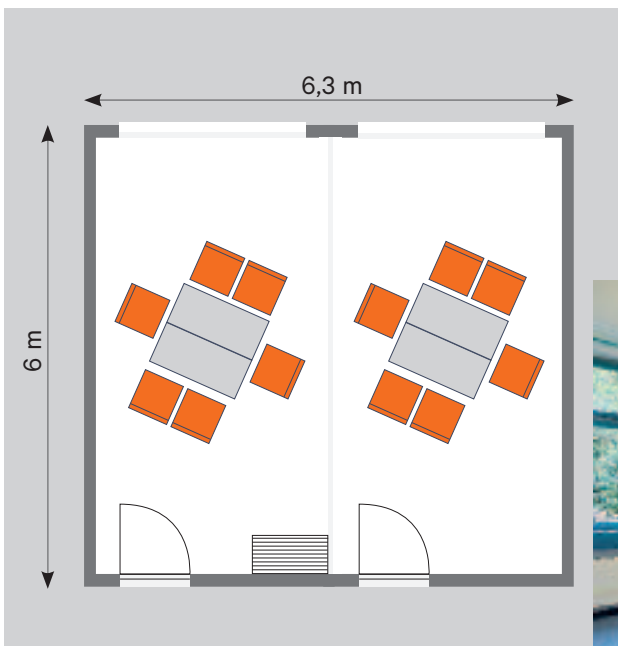


## Group rooms



Group room (20 sqm)

M 01 - M 15  
U 17 - U 29



Two group rooms, opened up 40 sqm M 01 / M 02

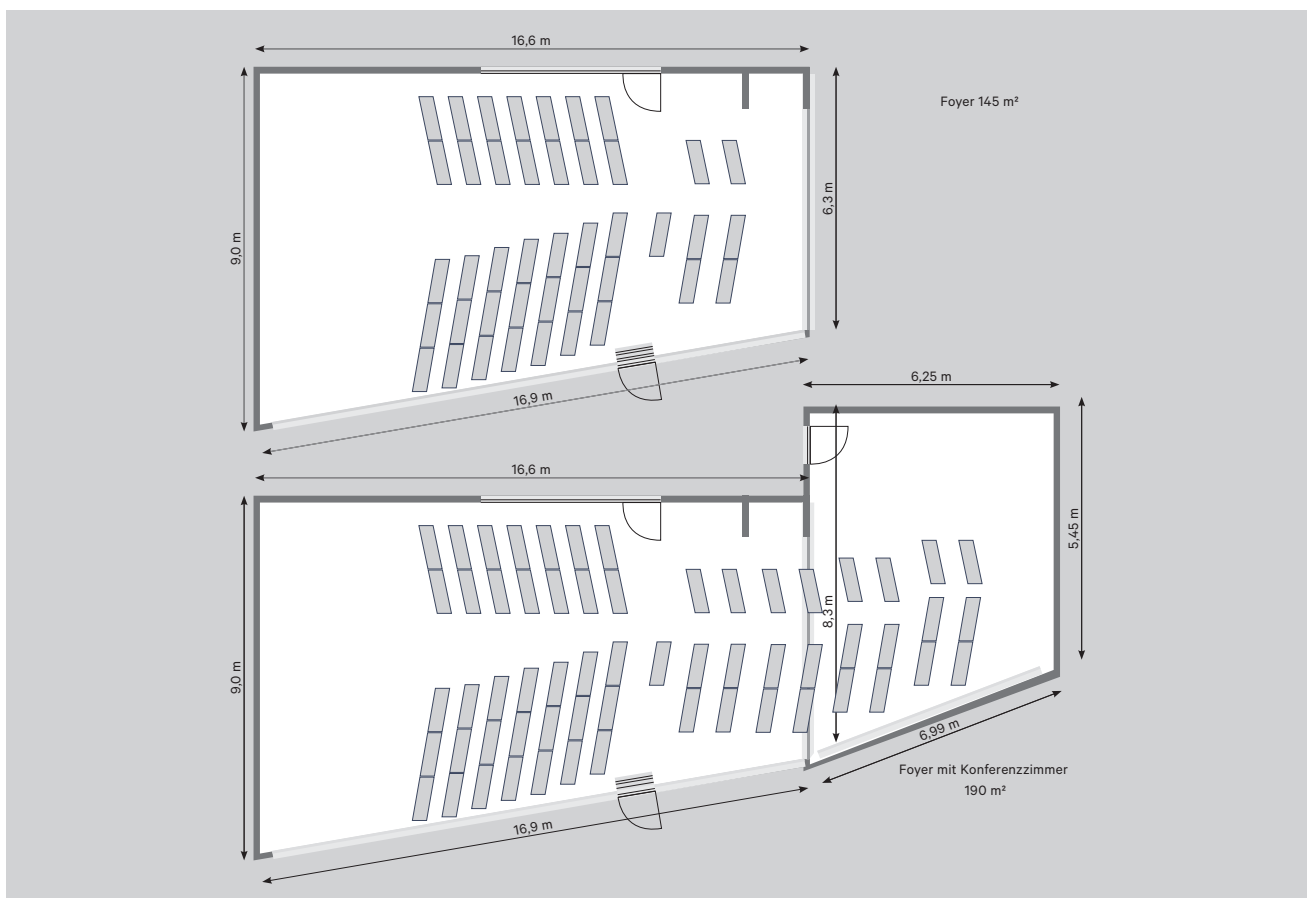
M 04 / M 05  
M 07 / M 08  
M 10 / M 11  
U 17 / U 17 II  
House 6 I / House 6 II



# Floor plans of the conference and group rooms Suitable for any type of event



## Foyer / Conference rooms



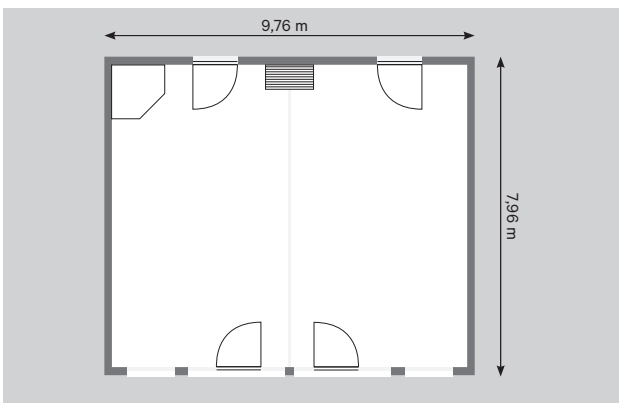
Foyer with conference room 190 sqm

# Floor plans of the conference and group rooms

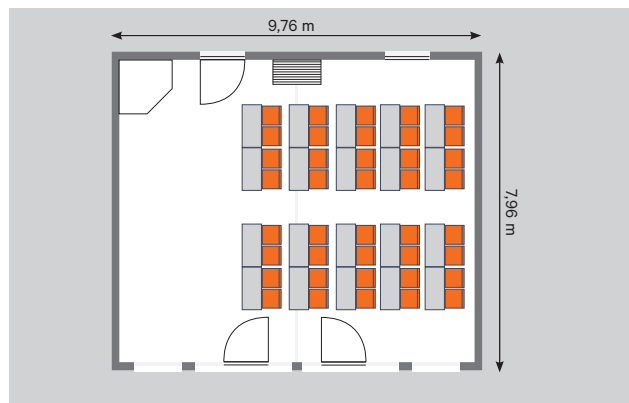
## Suitable for any type of event



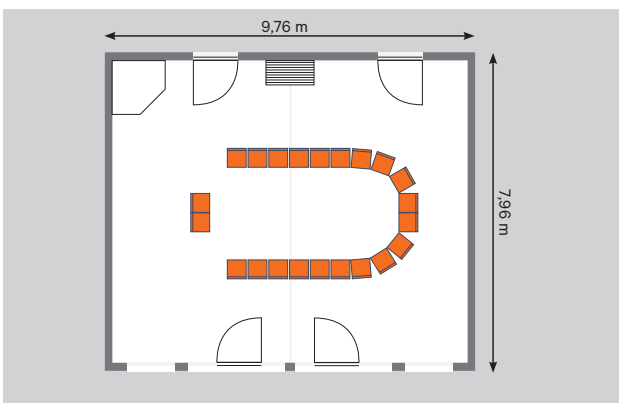
## Conference rooms



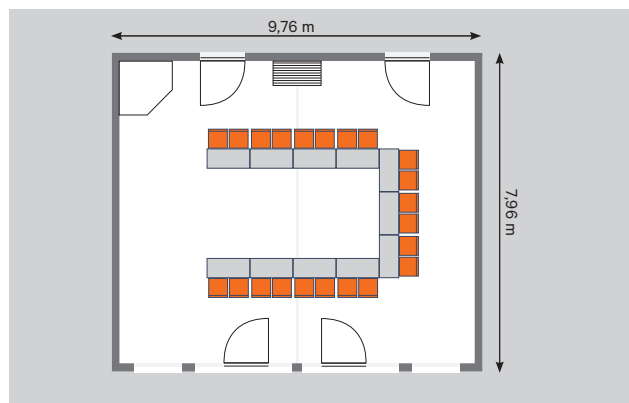
Conference room 80 sqm



Conference room 80 sqm – classroom style: 40 people max



Conference room 80 sqm - circle of chairs: 26 people max



Conference room 80 sqm – U-shape style: 26 people max

# Floor plans of the conference and group rooms Suitable for any type of event



## House 4



Seminar room 46 sqm

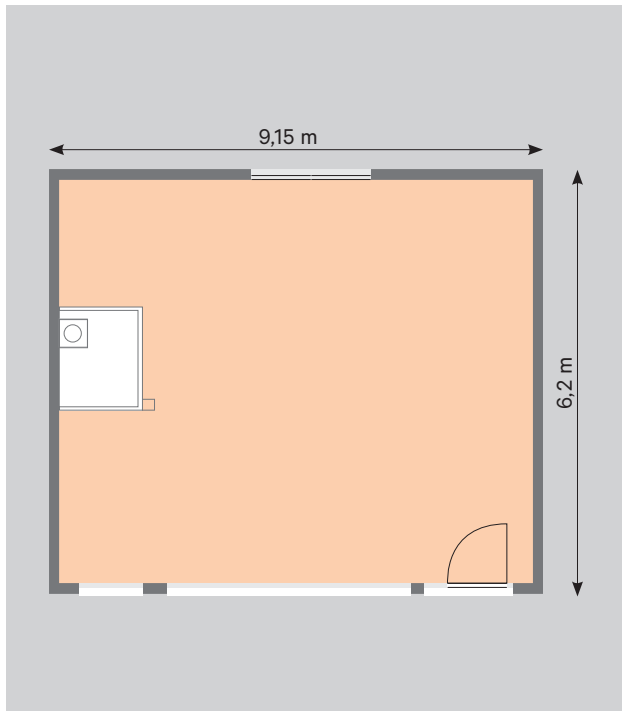
Group room 13.3 sqm

Group room 17.4 sqm

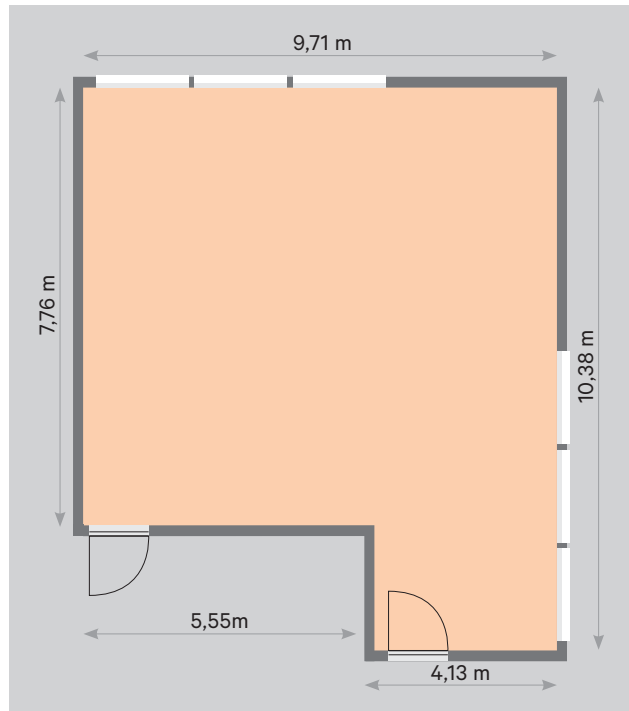
# Floor plans of the conference and group rooms

Suitable for any type of event

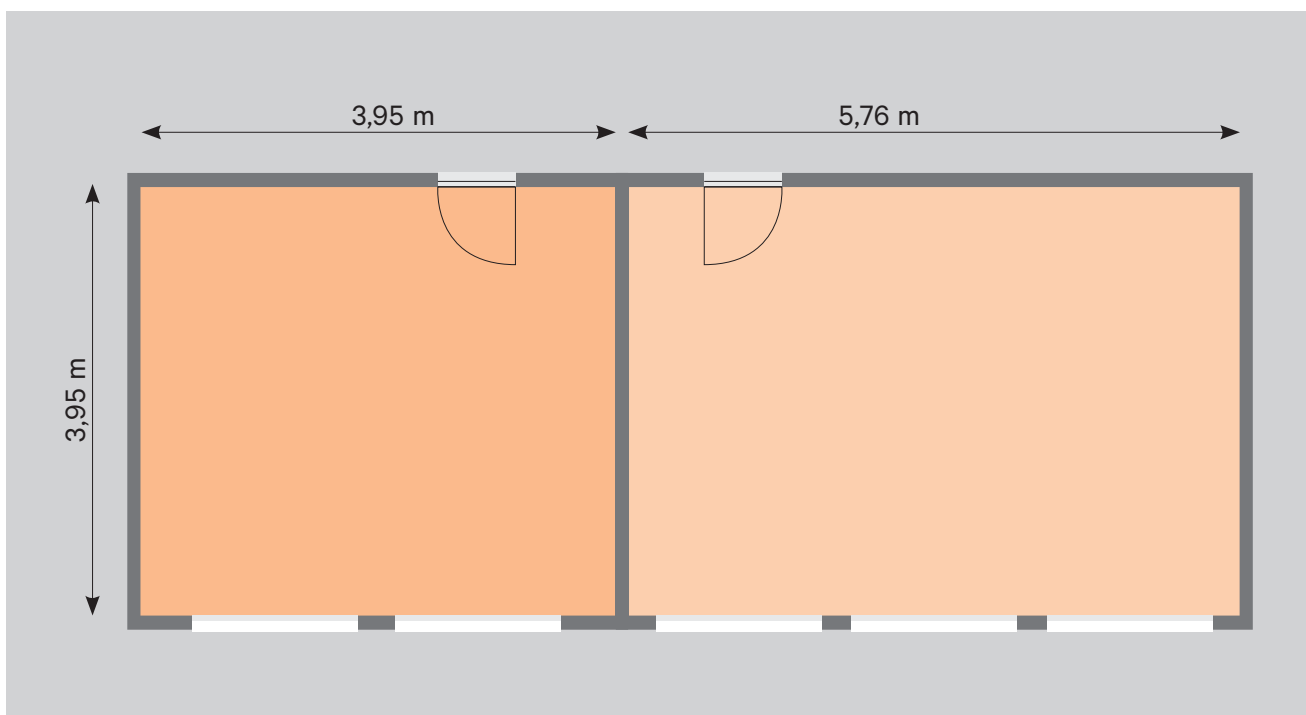
## House 6



Room with a fireplace 53 sqm



Seminar room 85 sqm



Group room 15 sqm

Group room 22 sqm

Lebe,  
Liebe,  
Paddel!





# Out-of-the-ordinary event formats – modern & dynamic



## Creativity is the way to success – our creative meeting rooms

Imagine you are out with friends or colleagues on a fishing trip or you have taken to the Altmuehl, either with canoes or on stand-up paddle boards. You find a nice spot on the riverbank for a break. Over a relaxed picnic, you then talk about plans, ideas, and projects.

This is the kind of relaxed and laid-back atmosphere that you can find in our new, creative meeting rooms. As far removed from your run-of-the-mill meeting room as possible, these rooms provide you with the free space needed for inspiration and creativity. That way you develop the best ideas, turn projects into reality, and discover new perspectives.

You can set up and design your own picnic spot in our U16 creative room. Be that as a large picnic with many participants, on lounge-style Fatboy beanbags with fruit crates as desks, or on chairs with or without desks.

It goes without saying that the creative room is equipped with an integrated beamer and screen. Notice boards, flipcharts as well as a board are ready and waiting for your ideas.

When the weather is nice, you can take things outside onto the terrace adjoining the U16 creative room - complete with desks and chairs. The fresh air also stimulates the mind.

In the U25 group room, you can develop your ideas on stand-up paddle boards. You can choose whether you want to sit on barstools or – to keep it real – on beverage crates. Obviously, seat cushions will be provided for the beverage crates.

Use the windowpanes as the canvas for your creative ideas. In small groups of up to 6 people, a stand-up paddle board can be used as a noticeboard for your post-it notes.

Our website provides you with ideas and inspiration for different spots for creative picnics; alternatively, our MICE Team will be happy to advise you.

Goldanlage

Interessen

Willkommen  
beim Frischluft  
Seminar





## Fresh air for fresh ideas!

Fresh air, a fantastic view, and lots of space – use the vast open-air grounds of the hotel when the weather is nice and enjoy all the advantages of this amazing natural setting. This will inject some freshness into your event.

How you shape and configure your open-air event is totally up to you. Some of our seminar rooms have direct access to the outside and even have got their own terrace or balcony. Alternatively, you can use our spacious casino terrace. Use the large number of tables and chairs there for group work.

Our vast meadows invite you to hold a relaxed presentation, do some group work or a team-building activity. You can borrow picnic blankets from reception. In addition to that, there are numerous picnic benches dotted around the premises of the Conference Centre, which are very popular with seminar participants. The steps and stairs are also available for open-air workshops. Just ask at reception for seat cushions.

We suggest playing a round of Crossboccia to clear your head. At reception, they will be happy to provide you with the balls and some instructions. Crossboccia is very simple and can be played anywhere: different challenges and obstacles can be integrated into the game for more fun and action.

Another benefit is the adjoining Nature Park, which is ideal for a “Walk & Talk” session – a group exercise that is converted into a walk during which the participants engage in lively discussions and exchange ideas.

### Advantages:

- Fresh air stimulates the mind
- Increased experience value of an event
- Interaction among the participants
- Relaxed, inspiring work climate



Herzlich  
Willkommen



Besides the standard event setups of classroom style, theatre style, board room style, and U-shape style, it will be our pleasure to implement the latest and modern event methods upon request. Are you for example familiar with “Fishbowl”, “World Café”, “Barcamp”, “Design thinking“ or “Walk & Talk“? All these event methods promote creativity among the participants as well as encourage the active participation in an event. Our MICE Team will be only too pleased to advise you. If requested, we can put you in touch with a facilitator who moderates these event forms.

## Walk & Talk

Movement liberates the mind and soul, and if it is out in the open air, it is even healthier. Staring at the same grey wall each and every day is not very inspiring. New places generate new impressions and thus new ideas. During Walk & Talk, new lines of thought are opened up while walking through the forest. Scientists at Stanford University have confirmed that walking boosts creative inspiration.

### **This is what happens:**

Instead of having a group exercise in a group room, this is taken outside by going for a walk or an easy hike through the forest. While walking, you speak to your fellow walkers. During the walk, it is possible to swap your walking partners by changing where in the group you walk: sometimes at the front, then in the middle or at the end. Physical exercise often stimulates thoughts and ideas, and the result is a lively exchange of ideas.

Ideal group size:

10 people max, who walk together

Duration of the walk:

30-60 minutes

Materials required: trainers

### **Advantages:**

- Boosts creativity
- Refreshes mind and body
- Generates new perspectives and approaches



## World Café

During a World Café, people sit in small groups around tables and talk to each other in a laid-back and trusting atmosphere, which is reminiscent of a coffeehouse.

### **This is what happens:**

At the beginning, all participants get together and the facilitator explains the World Café method. One specific topic or aspect of a topic is discussed at each table. The topics are generally formulated as questions or provocative statements.

All participants find a table and the discussion begins. Important arguments and findings from the discussion will be written on the tablecloths. After a pre-set period of time (for example 30 minutes), the facilitator signals the change-over and everyone starts to swap seats.

All participants go to a new table, with the exception of one host per table. That person is in charge of passing on the results of the previous group discussion to the new people. This leads to an intensive exchange of knowledge and experience, based on which an ever tighter network of ideas and findings develops. Once the participants (with the exception of the hosts) have sat at every table or after a specific period of time, all participants come together and the results are presented.

Ideal group size::

20-30 people, more than 30 people

Duration: 2 hours

Materials required: Several tables, writable tablecloth, pens, bell or gong

### **Advantages:**

- Boosts active, attentive listening
- Opens up ever new perspectives
- Provides innovative possible actions



## Barcamp

A Barcamp is an open meeting with open workshops whose contents and timetable are developed by the participants at the beginning of the meeting and are shaped throughout the further course of the event. The purposes of Barcamps are the exchange and discussion of contents; however, in parts, there can already be tangible results at the end of an event.

### This is what happens:

The order of events can be summarised in the following steps: Welcome, introduction, session planning, sessions, and final round. During the welcome, the organisers are introduced and the Barcamp rules are explained. In advance, a facilitator should be identified for the welcome and the organisation; they are going to guide the meeting and coordinate the session planning. After that, there is the introduction part, where the participants can introduce themselves in 2 to 3 sentences. During the session planning, all participants who want to offer a session briefly present their topic to the group. If anyone is interested, the topic is included in the session planning. A timetable with room information should be prepared on a notice board in advance. The sessions will be put up on there. The noticeboard doubles up as the agenda. You should plan about 1 hour per session: 45 minutes for the topic, 15 minutes for the participants to go into a different session room.

After the session planning, the participants are going to meet in the respective session rooms. The contents of the sessions should be recorded (e.g. via Twitter, Word document, flipchart). The session topics as well as the created contents serve as a requirement analysis regarding trends and topic requirements for the event organiser and can feed into the planning of further events. In the final round, the participants all come together again in a plenary session. Photos, tweets, and impressions of the day should be collected and presented during the final round. The final round furthermore provides feedback regarding the organisation and the topics.

Ideal group size: 50-150 people

Duration: 1-2 days, depending on group size and topics

Conference room plus several breakout rooms / group rooms or seminar rooms

Materials required: Facilitator toolkit, several flip charts, notice boards, pens

### Advantages:

- Topics are not pre-defined but develop on the spot
- Everybody can take part and contribute topics
- Highly interactive rounds, great exchange of experiences
- Generates new perspectives and creative approaches
- Many small sessions covering different topics happen at the same time



## Design Thinking

Design Thinking is a creative and collaborative problem solving method from the user perspective. The goal is to find solutions that are convincing from the user's point of view. Design Thinking bears the end user in mind and consists of 5 phases, which can all be repeated at any time in order to achieve the best possible outcome.

### **This is what happens:**

Design Thinking consists of 5 phases: understanding & observing (empathise), defining a problem (define), finding ideas (ideate), developing prototypes (prototype), testing (test). Phase 1 is about defining the problem from the view of the customer (or the target group). The best ways to do this is via interviews, barcamps or social media surveys. In phase 2, the findings from phase 1 are analysed and interpreted and the problem is defined. Various creative ideas are developed in phase 3.

This is done in teams for example in a brainstorming meeting. The ideas are gathered on Post-it notes. In phase 4, the best ideas are chosen and concepts or rather prototypes are developed, which are then tested on the customer (target group) in phase 5.

The hotel is the perfect venue to carry out phases 1-3 in a 2-3-day event, e.g. day 1 Barcamp, World Café or interview with customers, days 2 and 3 for phases 2 and 3.

Ideal group size: 20-30 people

Duration: 2-3 days, depending on group size and topics

Materials required: Facilitator toolkit, several flip charts, notice boards, Post-it notes

### **Advantages:**

- Rejuvenation, re-orientation or further development of products, services, merchandise
- Direct exchange with the customer, customer takes centre stage
- Creative problem solution, team work, visualisation of solution approaches





## Fishbowl

Fishbowl is a simple yet dynamic alternative to a panel discussion. Fishbowl makes an event livelier and more spontaneous.

### **This is what happens:**

The inner circle of chairs (4 to 6 chairs) and one or several outer circles of chairs are set up. Only the participants in the inner circle of chairs are allowed to discuss, while the participants sitting in the outer circle listen. If one of the participants of the outer circle wants to contribute to the discussion, he/she must either sit down on an empty chair in the inner circle or must stand behind a chair. The person who is sitting on that chair is allowed to finish formulating their thoughts and then will have to leave the circle. The other person then takes their place.

Every participant in the inner circle can leave their place at any time when he or she wants to have a break from the discussion or has made their points. It goes without saying that whoever leaves the circle can also return to the inner circle again. Anyone who would do that obtrusively (i.e. would dominate), would stand out immediately. This method makes dominance relations transparent. In practice, a continual coming and going develops – following some initial insecurities – without this being disruptive to the debate.

People who like to speak a lot are quickly “kicked out”.

It is recommended to have a facilitator for the fishbowl discussion. The facilitator can either permanently sit in the inner circle or accompany the discussion from the “outside”. This has the advantage that they can integrate the auditorium more directly, if necessary.

Ideal group size: 20-30 people

Duration of the session: 1-2 hours

### **Advantages:**

- Dynamic, interactive discussion round
- Small, manageable discussion circle
- Listeners in the outer circle can take part in the discussion at any time and go to the inner circle
- Free development of the discussion, new topics can crop up in the course of the discussion

Fishbowl is not suitable for your decision making as it is not possible to find out how many people take which position.

# Conference flat rates

## For day and overnight events



## Our conference flat rates for day and overnight events

We provide you with tailor-made solutions for different types of conferences and meetings – ranging from mere day events to half or full board with overnight stay. Make use of our different models that provide you with various benefits. When you for example book an event at a flat rate, the rent for the conference room is already included. Drinks in the conference room will be charged for based on consumption. Mineral water, coke as well as different juices are available. Soft drinks are provided for the lunch and evening buffet; pastries and fruits are served with coffee/tea during the coffee breaks. It goes without saying that we also offer any individual special services that you may require for your conference.

Daily flat rate	Flat rate for half board	Flat rate for full board
Conference room incl. standard technology	Conference room incl. standard technology	Conference room incl. standard technology
Coffee break in the morning	Coffee break in the morning	Coffee break in the morning
Lunch buffet	Lunch buffet	Lunch buffet
Coffee break in the afternoon	Coffee break in the afternoon	Coffee break in the afternoon
	Accommodation incl. breakfast	Evening buffet
		Accommodation incl. breakfast

# Networking and connecting during breaks

## And all that with amazing views



## Enjoy the breath-taking panoramic views

All food and drinks will be served in our main restaurant, the Casino. The Casino is on the mezzanine floor of the main building and offers our guests an amazing view over the Altmuehl Valley. The generous buffets are double track so that a speedy lunch can be guaranteed even when there is a high volume of guests. Our guests appreciate the always excellent quality of the food we serve. We have made the conscious decision to focus on regional products and in-house food preparation. We e.g. bake our cakes and pastries for the coffee breaks ourselves. If the weather is nice, our guests can also enjoy the terrace with its beautiful panoramic view.

The Casino is designed to allow lively exchange and networking between the seminar and event participants. There are no reserved seats; everyone can choose wherever they want to sit.

The terraces of the Casino furthermore allow group work to be taken outside, weather permitting. There is sufficient space for several small groups.

The bistro, which is directly adjacent to the Casino, is ideal for our guests to wind down in the evening after a busy day, with a local wheat beer or a glass of Franconian wine. The terrace of the Casino is directly opposite so that you can sit outside in the evening as well.

# Conference technology

## For day and overnight events



## Our advantages for a successful event

Each of our rooms is equipped with the following conference technology as standard:

- 1 Beamer
- 1 Facilitator toolkit
- 2 Notice boards with 1 sheet of paper
- 1 Screen
- 2 Flipcharts with 10 sheets of paper
- Pens, note pads

## Optional conference technology

In addition to that, we provide you with any conference technology that you may need to make your event a success.

- 46" flatscreen
- Mobile beamer
- Laptop with Microsoft office
- Digital camera
- Mobile printer
- Conference phone
- Small stereo
- PA system with microphones
- Laser pointer
- Facilitator toolkit
- Flipchart
- Notice board
- Speaker's lectern
- Technician's hour
- Visualiser
- CD player
- Video camera
- TV and video player
- Active board

We can procure more technological equipment from our local external technology partner. Our MICE office furthermore has got a comprehensive range of various cables and plugs.

# Staying overnight

## Single and double bedrooms with views of the countryside



## Staying overnight

In the five guest houses of the ABG Conference Centre, there is a total of 248 comfort rooms with shower, WC, cable TV, Sky TV, direct-dial phone, and Wi-Fi. Most of these have got a balcony or a terrace. All rooms are non-smoking rooms. There is sufficient free parking in the parking garage with 180 spaces as well as 150 outside parking spaces. Nestled into the natural surroundings of the Altmuehl Valley, the ABG Conference Centre offers you free spaces on the premises, amazing views over the Altmuehl and the surroundings, far from the noise and hectic of a city. With us, you are guaranteed to get a quiet night – after a busy day.

### Single bedrooms

The single bedrooms of the conference centre are spread out over five guest houses. The rooms offer amazing views of the forest of the nature reserve above the conference centre or over the Altmuehl Valley. Furthermore, most rooms have got a balcony where guests can relax after the end of the seminar or do their revision.

### Double bedrooms

The 51 double bedrooms are in the two houses that are directly opposite the main building. There are two separate beds in every room. Again, most rooms have got a balcony with an amazing view over the Altmuehl.

# Free time & relaxation Indoor and outdoor activities under one roof



## Free time and relaxation

No matter the weather, our pool is available every morning and evening for our guests to relax and exercise in. Be it to compensate for those long periods of sitting still during the seminar or the conference, or just to cool down on a sunny day: The leisure area is quick and easy to get to from all the houses. This area also comprises a sauna, an infrared cabin as well as a steam bath to relax the muscles. In the same building, our guests can play table football or make use of two bowling alleys. Once a week, we offer an exercise class for our guests to improve their fitness. This offer is always very popular and perfect after a hard day of working and learning.

Our location right in the middle of the Altmuehl Nature Park is ideal for various outdoor activities. At reception, you can rent bikes, Crossboccia® sets, and Nordic Walking poles. The excellent cycle paths along the Altmuehl virtually demand you cycle out into nature or to Beilngries in the evening. There is a signed Nordic Walking route that starts right at the conference centre and around the ridge of the hill; the forest terrain provides challenging playing surfaces for Crossboccia® matches.

### Some useful links with corresponding offers:

Canoes for hire; for individuals or groups  
[www.der-sonnige-altmuehltaler.de](http://www.der-sonnige-altmuehltaler.de)

And if you fancy a bit more water  
[schiffahrt-kelheim.de](http://schiffahrt-kelheim.de)

If you want to explore beyond Beilngries  
[www.dietfurt.de](http://www.dietfurt.de)

Or maybe a more sedate kind of sport  
[www.sgc-paulushofen.de](http://www.sgc-paulushofen.de)

If you want to go shopping, this is the place to go  
[www.ingolstadtville.com](http://www.ingolstadtville.com)



## What else can we do with you?

- Archery
  - Stand-up paddle boarding
  - Boat trip on the Main–Danube Canal
  - Geocaching
  - Paddling on the Altmuehl
  - Guided event tour through Beilngries
- 

## What else is on at a conference?

- Walk at torchlight
  - Boot camp
  - (Themed) walking tours
  - Yoga classes
  - Mountain bike tours
  - Bouldering
  - Nordic Walking
- 

## Where can we take you?

- Hirschberg Castle
- Swingolf
- Museum of Technology
- High ropes course
- Dinosaur Park
- Beilngries harbour
- Wood House
- Kratzmühle recreation park
- Centre of Bavaria
- Plankstetten Abbey

We always work together with our regional, reliable partners for all outdoor activities.

The ABG conference team  
It will be our pleasure to advise you

ABG AG  
Tagungszentrum



## Contact details

We would be delighted to welcome you here for your event. It will be our pleasure to advise you regarding the planning and implementation of your event.

We aim to reply to your conference enquiry within 24 hours (Mon - Fri).

Phone: 49 (0)8461 / 650 – 0  
Fax: 49 (0)8461 / 650– 1371  
E-mail: [info@abg-tagungszentrum.de](mailto:info@abg-tagungszentrum.de)  
[www.abg-tagungszentrum.de](http://www.abg-tagungszentrum.de)

ABG Tagungszentrum  
Leising 16  
92339 Beilngries



## Cancellation policy for events with up to 40 rooms

Free-of-charge cancellation is possible up to 4 weeks before the start of the event. Thereafter:

- Up to 3 weeks before arrival, 60% of the booked services will be charged.
- After that, 90% of the booked services will be charged.

## Cancellation policy for events with up to 80 rooms

Free-of-charge cancellation is possible following the booking up to 8 weeks before the start of the event. Thereafter:

- Up to 6 weeks before arrival, 30% of the booked services will be charged.
- Up to 4 weeks before arrival, 50% of the booked services will be charged.
- After that, 90% of the booked services will be charged.

## Cancellation policy for events with up to 120 rooms

Free-of-charge cancellation is possible following the booking up to 12 weeks before the start of the event. Thereafter:

- Up to 8 weeks before arrival, 20% of the booked services will be charged.
- Up to 6 weeks before arrival, 30% of the booked services will be charged.
- Up to 4 weeks before arrival, 50 % of the booked services will be charged.
- After that, 90% of the booked services will be charged.

## Cancellation policy for events with 120 rooms and more

A separate cancellation policy will be agreed, depending on number of rooms and duration.

# General Terms and Conditions for Events

(Last update: December 2019)

ABG x 17  
Tagungszentrum

## I. Scope

- The Terms and Conditions shall apply to agreements concerning the renting of conference, banqueting, and event rooms of the Hotel for conducting events such as banquets, seminars, conferences, exhibitions, and presentations, etc. as well as all further products and services provided by the Hotel for the Customer that are associated with such events.
- Any subletting or further letting of rented rooms as well as invitations for job interviews, sales events, and similar events require the prior written approval of the Hotel, whereby the provisions set out under §540 section 1 subsection 2 of the German Civil Code (BGB) are waived insofar as the Customer is not a consumer.
- The Customer's terms and conditions shall only be applicable if they have been the subject of an express prior written agreement.
- Publications of any kind that make reference to the event venue must be sent to the Hotel in good time beforehand for information purposes. They require the approval of the Hotel.
- Furthermore, the additional conditions agreed when the agreement is concluded shall apply.

## II. Conclusion of an agreement, parties to the agreement, liability, and limitation period

- An agreement shall be deemed concluded upon approval of the Customer's booking request by the Hotel; the Customer and the Hotel are the parties to the agreement.
- If the Customer / ordering party is not the actual organiser or if the organiser uses the services of a commercial agent or organiser acting in the capacity of the Customer / ordering party, then the Customer / ordering party and the organiser shall be jointly and severally liable towards the Hotel for all obligations arising from the agreement, provided the Hotel has received a corresponding declaration by the organiser.
- The Hotel shall be liable under its obligations arising from the agreement with the diligence of a prudent businessman. Claims of the Customer for damages shall be excluded. Except from that provision are damages arising from injuries to life, limb or health in cases where the Hotel is responsible for the violation of duty as well as any other damages arising from a deliberate or grossly negligent violation of duty committed by the Hotel and damages arising from a deliberate or grossly negligent violation of duties typical for the contract, where such a violation was committed by the Hotel. Any violation of duty by the Hotel is equivalent to that of a legal representative or vicarious agent. In the event of disruptions to or shortcomings in the Hotel's services, the Hotel shall endeavour to remedy the situation upon gaining knowledge of the same or upon receiving an immediate complaint from the Customer. The Customer shall be obliged to do whatever can be reasonably expected in order to help remove the disruption or to keep any potential damage to a minimum. Moreover, the Customer undertakes to draw the attention of the Hotel in good time to any possibility of unusually high damage.
- As a matter of principle, all claims towards the Hotel become statute-barred after one year following the commencement of the statutory limitation period. Claims for compensation shall become statute-barred after five years, regardless of knowledge. The reduction of the limitation period shall not apply to claims based on an intentional or grossly negligent violation of duty on the part of the Hotel.
- The Customer shall be obliged to provide information - without being asked to do so and no later than at the commencement of the agreement - whether the event, due to its political, religious or other character, may jeopardise the smooth running of the Hotel's operations, its safety or its public image.
- Any messages, post or consignments of goods for Customers are treated with due care. The Hotel will take over the delivery, storage, and - if requested - also the forwarding (for a fee).
- Should a parking space in the Hotel garage or on a Hotel parking lot be made available to the Customer (also for a fee), this will not lead to any safekeeping. There is no monitoring obligation on the part of the Hotel. The Hotel shall not be liable for the loss of or damage to vehicles parked or moved on the Hotel premises or for the loss of or damage to their contents.

## III. Services, Prices, Payments, Offsets

- The Hotel shall be obliged to provide the services booked by the Customer and agreed by the Hotel.
- The Customer does not acquire any right to the allocation of particular rooms. If these are promised in the order confirmation and/or the hotel accommodation agreement but are not available, the Hotel shall be obliged to endeavour to provide equivalent replacement in the house or in other, comparable properties.
- The breakfast flat rate identified on each total invoice for an overnight stay contains in addition to the breakfast pro-rata these for the following services that are available to the Hotel guest without any additional charge: Use of the sauna, the indoor pool and the fitness room, use of parking spaces and E-car loading station on the Hotel grounds, use of the Hotel Wi-Fi network. These fees are also charged if the guest has not used one of these services for various reasons. The client shall be obliged to pay the agreed or applicable prices of the Hotel, as the case may be, for these and any other services used. This shall also apply to any services and outlays of the Hotel to third parties caused by the Customer, especially to claims by copyright collecting societies. These agreed prices include the value-added tax at the statutory rate applicable at the time. If the value-added tax rate is increased before the day of the performance of service, the respectively agreed prices shall change accordingly, and the Hotel shall be entitled to subsequently charge the increase in value-added tax.
- The Hotel may make its approval of a retroactive reduction of the number of rooms, the services of the Hotel or the duration of the guests' stay requested by the Customer dependent on the fact that the price for the room and/or the other services of the Hotel has increased. Any invoice issued by the Hotel without indication of a due date shall be payable without deductions within 10 days after receipt of the invoice. The Hotel may demand immediate payment of due receivables from the Customer at any time. In case of a default in payment, the Hotel shall be entitled to demand the respectively applicable statutory default interest. The Hotel reserves the right to provide proof that the damage it incurred was greater. The Customer shall bear the costs that are incurred within the framework of debt collection.
- The Hotel shall be entitled to demand from the Customer a reasonable advance payment or security deposit upon conclusion of the agreement in the form of a credit card guarantee, an advance payment, etc. The amount of the advance payment and payment dates may be agreed in writing in the agreement. The agreed advance payments are non-refundable. However, if in the case of a withdrawal, the Hotel can resell the rooms and event rooms at the same price, the advance payment shall be reimbursed. If the rooms and event rooms cannot be resold at the same price, the Customer must pay the difference.
- In justified cases, e.g. the Customer's default in payment or an extension of the scope of the agreement, the Hotel shall be entitled, also after the conclusion of the agreement up to the commencement of the event, to demand an advance payment or security deposit within the meaning of no. 4 above or an increase of the advance payment or security deposit agreed in the agreement up to the total agreed remuneration.
- The Customer may only set off or reduce a claim by the Hotel or exercise a right of retention, as the case may be, with an undisputable or legally binding claim.
- If after the signing of the agreement, circumstances become known that give rise to doubts about the Customer's creditworthiness from the Hotel's point of view, the Hotel shall be entitled to withdraw from the agreement or to make available the agreed services only against advance payment or a security deposit.

## IV. Withdrawal of the Customer (cancellation)

- The Customer's withdrawal from the agreement with the Hotel requires the Hotel's written approval. If no such approval is provided, the Customer shall pay the agreed room rent as specified in the agreement as well as any services ordered from third parties in any case, even if the Customer does not make use of the contractually specified services and if further letting of the room is no longer possible. This provision shall not apply in case of any violation of duty by the Hotel regarding rights, legal interests, and interests of the Customer in such a way that they can no longer be reasonably expected to continue under the agreement or if they are entitled to any other statutory or contractual right of withdrawal.
- If a date for free-of-charge withdrawal from the agreement has been agreed between the Hotel and the Customer, the Customer may cancel the agreement until that date without giving rise to payment or damage claims on the part of the Hotel. The Customer's right of withdrawal shall lapse if they do not exercise their right for withdrawal towards the Hotel in writing by the agreed date, provided it is not a case of withdrawal of the Customer under clause IV no. 1 sentence 3.
- If the Customer withdraws after the signing of the agreement or after the contractually agreed date for free-of-charge withdrawal has lapsed, as the case may be, the Hotel shall be entitled to charge up to 90% of the lost consumption sales, in addition to the agreed room rent and the cost of any third-party services.
- Food sales shall be calculated using the following formula: Menu/buffet price plus drinks x number of participants. If no price had been agreed yet for the menu, the regular half board buffet/menu shall be taken as the basis. Drinks are calculated as one third of the menu price.
- If an event flat rate per participant has been agreed, the Hotel shall be entitled to invoice up to 90% of the event flat rate x the number of agreed participants in case of a withdrawal after the agreement has been signed or after the contractually agreed date for free-of-charge withdrawal has lapsed before the beginning of the event.
- The deduction of saved expenses is covered by no. 3 to no. 5. The Customer shall be free to provide proof that the aforementioned claim did not arise or that it did not arise to the extent claimed.

## V. Withdrawal of the Hotel

- If the parties have agreed in writing that the Customer may withdraw from the agreement within a certain period without incurring any costs, the Hotel, in turn, shall also be entitled to withdraw from the agreement during this period if it receives booking requests from other customers for the contractually booked event rooms and if the Customer does not waive their right of withdrawal when asked by the Hotel.
- If the Customer fails to make an advance payment or provide a security deposit that has been either agreed or requested under clause III no. 5 and/or 5, even after the expiry of a reasonable period of grace granted by the Hotel, the latter shall also be entitled to withdraw from the agreement.
- The Hotel shall furthermore be entitled to withdraw from the agreement for cause if there is an objectively justified reason, for example:

- in cases of Force Majeure or any other circumstances the Hotel is not responsible for and that render the fulfillment of the agreement impossible;
  - if events are booked by giving misleading or wrong information of important facts, e.g. the identity of the Customer or the purpose of their stay;
  - if the Hotel has justified reasons to assume that the event may jeopardise the smooth running of the Hotel's operations, its safety or its public image in cases where this is not within the Hotel's power of control or organisational remit;
  - if a violation of clause I no. 2 (above) has occurred.
- In case the Hotel withdraws from the agreement for a justified reason, the Customer shall not be entitled to receive any compensation. If in case of a withdrawal according to numbers 2 or 3 above, the Hotel has got a claim for compensation against the Customer, the Hotel shall be entitled to charge a flat rate for the claim. Clause IV numbers 3 to 6 shall apply accordingly.
  - A withdrawal of the Hotel is also possible if the Hotel has gained knowledge that the financial circumstances of the contractual partner have deteriorated significantly, especially if the Customer does not pay due receivables of the Hotel or does not offer sufficient security deposit and therefore the payment claims of the Hotel may possibly be endangered. In particular, this is the case if
    - the Customer has filed an application to open insolvency proceedings, an out-of-court procedure to settle debts has been opened or the Customer has ceased payments;
    - insolvency proceedings have been opened or if the opening of the same is rejected for lack of assets or any other reasons.

## VI. Changes to the number of participants / timings of the event

- If the number of booked participants changes by more than 5%, the Customer shall notify the Hotel no later than 10 working days before the start of the event. The change requires the written approval from the Hotel. The Customer shall be charged for any differences in numbers exceeding that.
- A reduction of the number of participants by the Customer by 10% max, which the Hotel is informed of no later than 10 working days before the start of the event, shall be taken into account by the Hotel in its billing. In the event of greater deviations, the originally agreed number of participants less 5% shall be taken as the basis. The Customer shall be entitled to reduce the agreed price by the saved expenses due to the reduced number of participants, for which they have to provide proof. The Customer's savings due to the 5% tolerance granted by the Hotel shall be taken into consideration.
- In case of an upwards deviation, the actual number of participants shall be invoiced. If the number of participants is exceeded by more than 5%, it may potentially no longer be possible to serve the requested menu, unless the Hotel has agreed to the change.
- If the number of participants is exceeded by more than 10%, the Hotel shall be entitled to re-specify the agreed prices and to change the confirmed rooms, unless this is unreasonable for the Customer.
- If the agreed start and end times of the event are changed and if the Hotel agrees to these changes, then the Hotel may charge for any additional availability of services, unless the changes are the responsibility of the Hotel. If the agreed end times of the events are changed and if the Hotel has to accommodate guests in a different hotel, due to the delayed vacation of the premises, the Customer shall bear all costs involved in this. Any additional damage claims the Hotel may have shall remain unaffected by this.
- Unless agreed otherwise, the Hotel shall be entitled to charge for events that last longer than 11 PM on the basis of itemisation from that time onwards. Furthermore, the Hotel shall be entitled to pass on the travelling expenses of employees on the basis of itemisation if they have to get home after the end of business, thus incurring additional costs.

## VII. Bringing along food and beverages

- As a matter of principle, the Customer is not permitted to bring along food or beverages to events. Any exceptions to this provision are subject to a written agreement with the Hotel. In such cases, a contribution for the coverage of overhead costs will be charged. In case of non-compliance with this provision, the Hotel shall be entitled to demand a flat-rate amount of compensation for damages for the loss of income, which the Hotel would have had if the service could have been provided. The Hotel shall not assume any liability for health damages caused by the consumption of food and beverages that were brought along.

## VIII. Technical equipment and connections

- If, at the Customer's request, the Hotel provides technical equipment from third parties, it shall act on behalf, on account, and on the authority of the Customer. The Customer shall be liable for the careful handling of such equipment and for returning it in a proper state. They shall indemnify the Hotel against any third-party claims arising from the provision of such equipment.
- The use of the Customer's own electrical equipment while utilising the Hotel's power supply system requires the written approval of the Hotel. Any interferences with or damages to the equipment of the Hotel caused by the use of these appliances shall be at the expense of the Customer, unless the Hotel is responsible for this. The Hotel shall be entitled to record the energy consumption costs caused by the use and charge the Customer for these, if applicable.
- With the permission of the Hotel, the Customer shall be entitled to use their own phone, fax or data equipment. The Hotel may charge a connection fee for that, if applicable.
- If suitable equipment of the Hotel is not used due to the Customer connecting their own equipment, the Hotel shall be entitled to compensation for loss of income.
- In the event of technical or other equipment made available by the Hotel will be rectified immediately, if possible. Payments may not be withheld or reduced, provided the Hotel is not responsible for this disruption.
- The Customer must obtain any official permits, requirements, and approvals necessary for the event in good time and at their own expense. They are responsible for complying with public-law requirements and any other rules and regulations, with noise restrictions, with provisions for the protection of young people, etc., as well as for paying the GEMA [German Society for Musical Performing and Mechanical Reproduction Rights] fees.

## IX. Liability of the Hotel

- An exhibition or other, also personal, objects brought into the Hotel are in the event rooms and the Hotel at the risk of the Customer. The Hotel does not assume any liability for loss or damage, also not for financial losses, except where this is caused by gross negligence or intent of the Hotel. Damages arising from death, injury to body or health shall be excluded from this. Furthermore, all cases where the safekeeping due to the circumstances of the individual case constitute an obligation that is typical for the contract shall be excluded from this exemption from liability. With the exception of the cases stated under sentence 4, a safekeeping contract requires an express agreement.
- Any decorative materials brought into the Hotel must comply with the relevant fire safety regulations. The Hotel shall be entitled to ask for an official compliance certificate to be shown. Should no such certificate be available for presentation, the Hotel is entitled to remove at the Customer's expense all such relevant materials that have already been brought into the Hotel. Due to possible damage, the setting up and mounting of objects must be co-ordinated with the Hotel in advance.
- Exhibition or other objects that have been brought along to the Hotel must be removed immediately after the end of the event. Non-compliance of the Customer with this provision shall entitle the Hotel to remove and store these objects at the expense of the Customer. If the objects remain in the event room, the Hotel shall be entitled to charge a reasonable compensation for the duration of the use. The Customer shall be free to provide proof that the aforementioned claim did not arise or that it did not arise to the extent claimed.
- Any other objects of the event participants that are left behind will only be sent to the respective participant upon their request as well as at their risk and expense. The Hotel shall keep those items for three months; afterwards, those items are going to be handed over to the local lost property office, provided they have got a recognisable value. The Customer shall bear the costs for the storage. If they have no recognisable value, the Hotel reserves the right to destroy said items at the Customer's expense, once the time period has lapsed.
- For things brought in, the Hotel shall be liable towards the Customer in compliance with the stipulations of §702 of the BGB [German Civil Code] up to a maximum of EUR 3500.00. The liability shall be excluded if the rooms, event rooms, and containers, in which the guest leaves items, remain unlocked. For money and valuables, liability according to the BGB is limited to EUR 800.00, if they are stored in the hotel safe. In all other respects, the provisions of §701 et seq. of the BGB shall apply in particular.
- Any packaging material in connection with deliveries for the event by the Customer or third parties must be disposed of by the Customer before or after the event. If the Customer leaves any packaging material behind in the Hotel, the Hotel shall be entitled to dispose of this at the expense of the Customer.

## X. Customer's liability for damages

- Insofar as the Customer is an entrepreneur, they shall be liable for all such damage to buildings and the contents therein that is caused by their event participants and/or visitors, employees, and other associated third parties or the Customer.
- The Hotel may request the Customer to provide suitable securities (e.g. insurances, deposits, guarantees).

## XI. Final provisions

- Any changes or amendments to the agreement, the application acceptance or these General Terms and Conditions for events must be in writing. Unilateral changes or amendments by the Customer shall be invalid.
- Place of performance and payment shall be the registered business address of the Hotel.
- Exclusive place of jurisdiction for commercial transactions - including disputes concerning cheques and bills of exchange - shall be the registered office of the Hotel. In cases where one contracting party meets the requirements set out under section 38 para 2 of the ZPO [German Code of Civil Procedure] and has no general place of jurisdiction in Germany, the place of jurisdiction shall be the registered office of the Hotel.
- This agreement shall be governed by German law. The applicability of the UN Convention on Contracts for the International Sale of Goods as well as the conflict of laws shall be excluded.
- In the event that individual provisions of these General Terms and Conditions for the Hotel Accommodation Agreement are or become invalid or void, this shall not affect the validity of the remaining provisions. In all other respects, statutory provisions shall apply.

# General Terms and Conditions for the Hotel Accommodation Contract

(Last update: December 2019)

ABG   
Tagungszentrum

## I. Scope

- These Terms and Conditions shall apply to agreements concerning the renting of hotel rooms for accommodation purposes as well as all further products and services provided by the Hotel for the Customer in this context (hotel accommodation agreement). The term "hotel accommodation agreement" shall comprise and supersede the following terms: Accommodation contract, booking contract, hotel contract, hotel room contract.
- The prior written consent of the Hotel is required and payment of an additional fee may be charged if rooms provided are to be sublet or rented to other parties or used other than for lodging purposes for public invitations or other advertising purposes, for job interviews, sales or other events and if any Hotel space outside the rented rooms is used, whereby section 540, para 1, sentence 2 of the BGB [German Civil Code] is waived insofar as the Customer is not a consumer.
- The Customer's terms and conditions shall only be applicable if they have been the subject of an express prior written agreement.
- Furthermore, the additional conditions agreed when the agreement is concluded shall apply.

## II. Conclusion of the agreement, parties to the agreement, and limitation period

- An agreement shall be deemed concluded upon approval of the Customer's booking request by the Hotel. The Hotel shall be at liberty to confirm the room reservation in writing.
- Parties to the agreement are the Hotel and the Customer. If a third party has made a booking on behalf of the Customer, they shall be liable towards the Hotel with the Customer as joint debtors for all obligations arising from the hotel accommodation agreement, provided the Hotel has received a corresponding declaration by the third party.
- As a matter of principle, all claims towards the Hotel become statute-barred after one year following the commencement of the statutory limitation period. Claims for compensation shall become statute-barred after five years, regardless of knowledge. The reduction of the limitation period shall not apply to claims based on an intentional or grossly negligent violation of duty on the part of the Hotel.

## III. Services, Prices, Payments, Offsets

- The Hotel shall be obliged to keep the rooms booked by the Customer available and provide the agreed services.
- The breakfast flat rate identified on each total invoice for an overnight stay contains in addition to the breakfast pro-rata these for the following services that are available to the Hotel guest without any additional charge: Use of the sauna, the indoor pool, and the fitness room, use of parking spaces and E-car loading station on the Hotel grounds, and use of the Hotel Wi-Fi network. These fees are also charged if the guest has not used one of these services for various reasons.
- Pets may only be brought along following advance approval by the Hotel; there will be an extra charge. (1 dog per room).
- The Customer shall be obliged to pay the agreed or applicable prices of the Hotel, as the case may be, for the accommodation and any other services used by them. This shall also apply to any services and outlays of the Hotel to third parties caused by the Customer. These agreed prices include the value-added tax at the statutory rate applicable at the time. If the value-added tax rate is increased before the day of the performance of service, the respectively agreed prices shall change accordingly, and the Hotel shall be entitled to subsequently charge the increase in value-added tax.
- The prices can furthermore be adjusted by the Hotel if the Customer requests retroactive changes to the number of the booked rooms, the services provided by the Hotel or the duration of the stay of guests and if the Hotel agrees to that.
- Any invoice issued by the Hotel without indication of a due date shall be payable without deductions within 14 days after receipt of the invoice. The Hotel may demand immediate payment of due receivables from the Customer at any time. In case of late payments, the Hotel shall be entitled to charge the valid legal default interest at a current rate of 8% or in the case of legal transactions involving a consumer at a rate of 5% above the basic interest rate. The Customer shall bear all further costs incurred within the framework of a debt collection routine.
- The Hotel shall be entitled to demand from the Customer a reasonable advance payment or security deposit upon conclusion of the agreement in the form of a credit card guarantee, an advance payment, etc. The amount of the advance payment and payment dates may be agreed in writing in the agreement.
- In justified cases, e.g. the Customer's default in payment, the Hotel shall be entitled, also after the conclusion of the agreement up to the beginning of the stay, to demand an advance payment or security deposit within the meaning of no. 7 above or an increase of the advance payment or security deposit agreed in the agreement up to the total agreed remuneration.
- The Hotel shall furthermore be entitled to demand an adequate advance payment or security deposit from the Customer at the start and during the stay within the meaning of no. 7 above for existing or future receivables from the agreement, unless they have not already been paid in compliance with no. 7 and / or no. 8 above.
- The Customer may only set off or reduce a claim by the Hotel or exercise a right of retention, as the case may be, with an undisputable or legally binding claim.

## IV. Customer's withdrawal (cancellation) or non-use of the Hotel's services (no show), as the case may be

- The Customer's withdrawal from the agreement with the Hotel requires the Hotel's written approval. If this is withheld, the Customer shall pay the agreed price as specified in the agreement, even if the Customer does not use the contractually specified services. This provision shall not apply in case of any violation of duty by the Hotel regarding the consideration of rights, legal interests, and interests of the Customer in such a way that they can no longer be reasonably expected to continue under the agreement or if they are entitled to any other statutory or contractual right of withdrawal.
- If a date for free-of-charge withdrawal from the agreement has been agreed between the Hotel and the Customer, the Customer may cancel the agreement until that date without giving rise to payment or damage claims on the part of the Hotel. The Customer's right of withdrawal shall lapse if they do not exercise their right for withdrawal towards the Hotel in writing by the agreed date, provided it is not a case of withdrawal of the Customer under clause IV no. 1 sentence 3.
- If a right of withdrawal has not been agreed or has already lapsed, there is no statutory right of withdrawal or cancellation either. The Hotel shall be free to charge a flat rate for the damage caused by and to be made good by the Customer. The Customer shall then be obliged to pay up to a maximum of 90% of the contractually agreed price for overnight stay with or without breakfast, half board or full board. The Customer shall be free to provide proof that the claim did not arise or that it did not arise to the extent claimed.
- If the Hotel calculates the compensation specifically, the amount of compensation may total as a maximum the contractually agreed price for the services to be rendered by the Hotel, less the value of the expenses saved by the Hotel as well as the amount accruing to the Hotel from the latter's use of said services for any other contractual partners.
- The above provisions regarding compensation shall apply accordingly if the guest does not make use of the booked room or the booked services without timely notification (no show).
- The period for the free-of-charge cancellation of Hotel rooms depends on the number of rooms booked. Group bookings: dependent on the size of the group, a free-of-charge cancellation may be up to a maximum of 12 weeks and longer before arrival. The cancellation policy of the group agreement shall apply.

## V. Withdrawal of the Hotel

- If the parties have agreed in writing that the Customer may withdraw from the agreement within a certain period without incurring any costs, the Hotel, in turn, shall also be entitled to withdraw from the agreement during this period if it receives booking requests from other customers for the contractually booked rooms and if the Customer does not waive their right of withdrawal when asked by the Hotel. This shall also apply accordingly when an option is granted; in case other booking enquiries are received and the Customer – upon query by the Hotel – is not prepared to make a firm booking within a period of time set by the Hotel. In this case, a firm booking means that from that day, a hotel accommodation agreement is concluded and the originally agreed, free-of-charge cancellation period shall be invalidated.
- If the Customer fails to make an advance payment or provide a security deposit that has been either agreed or requested under clause III no. 7 and/or 8, even after the expiry of a reasonable period of grace granted by the Hotel, the latter shall also be entitled to withdraw from the agreement.
- The Hotel shall furthermore be entitled to withdraw from the agreement for cause if there is an objectively justified reason, for example:
  - in cases of Force Majeure or any other circumstances the Hotel is not responsible for and that render the fulfillment of the agreement impossible;
  - if rooms are booked by giving misleading or wrong information of important facts, e.g. the identity of the Customer or the purpose of their stay;
  - if the Hotel has justified reasons to assume that the utilisation of the Hotel's services may jeopardise the smooth running of the Hotel's operations, its safety or its public image in cases where this is not within the Hotel's power of control or organisational remit;
  - if a violation of clause I no. 2 (above) has occurred.
- In case the Hotel withdraws from the agreement for a justified reason, the Customer shall not be entitled to receive any compensation.
- The Hotel may prohibit not approved job interviews, sales or similar events or may demand they be stopped.
- If after a withdrawal according to numbers 2, 3 or 5 above, the Hotel has got a claim for compensation against the Customer, the Hotel shall be entitled to charge a flat rate for the claim. In this case, clause IV no. 3 shall apply accordingly. In these cases, the Customer may furnish the proof that no or only insignificant damage resulted.

## VI. Room reservation, hand-over of rooms, return of rooms

- The Customer does not acquire any right to the allocation of particular rooms. If these are promised on the order confirmation and/or the hotel accommodation agreement but are not available, the Hotel shall be obliged to endeavour to provide equivalent replacement in the house or in other, comparable properties.
- On the agreed day of arrival, booked rooms are available for the Customer from 3:00 pm onwards. The Customer shall have no right to demand the rooms be made available earlier. Unless a later arrival has been expressly agreed or the respective room has been paid for in advance, the Hotel shall be entitled to let booked rooms to other guests after 6:00 pm, without this giving rise to any claims by the Customer against the Hotel. Any claims that the Hotel may have in accordance with clause IV shall remain unaffected by this provision.
- On the agreed day of departure, the rooms must be vacated and made available to the Hotel no later than 11:00 am. After that, the Hotel may - due to the late vacation of the rooms and for the use of the rooms exceeding the contractually agreed time - charge 50% of the full price for lodging until 6:00 pm and 100% from 6:00 pm onward.
- This shall not affect any contractual entitlements of the Customer. They shall be at liberty to provide proof that no or only an insignificant claim for usage fee has arisen for the Hotel.

## VII. Liability of the Hotel

- The Hotel shall be liable under its obligations arising from the agreement with the diligence of a prudent businessman. Claims of the Customer for damages shall be excluded. Exempt from that provision are damages arising from injuries to life, limb or health in cases where the Hotel is responsible for the violation of duty as well as any other damages arising from a deliberate or grossly negligent violation of duty committed by the Hotel and damages arising from a deliberate or grossly negligent neglect of duties typical for the contract committed by the Hotel. Any violation of duty by the Hotel is equivalent to that of a legal representative or vicarious agent. In the event of disruptions to or shortcomings in the Hotel's services, the Hotel shall endeavour to remedy the situation upon gaining knowledge of the same or upon receiving an immediate complaint from the Customer. The Customer shall be obliged to do whatever can be reasonably expected in order to help remove the disruption or to keep any potential damage to a minimum.
- For things brought in, the Hotel shall be liable towards the Customer in compliance with the statutory stipulations up to an amount corresponding to one-hundred times the cost of accommodation for one day up to a maximum of EUR 3,500.00; for money, securities, and valuables up to EUR 800.00. Money, securities, and valuables up to a maximum value, according to the insurance sum of the respective Hotel, may be stored in the hotel or room safe. The Hotel recommends making use of this option. The liability claims lapse if the Customer fails to notify the Hotel without undue delay after obtaining knowledge of the loss, destruction or damage (§ 703 B B). Liability only applies when the rooms or containers that the items are stored in were locked.
- Should a parking space in the Hotel garage or on a Hotel parking lot be made available to the Customer (also for a fee), will not lead to any safekeeping agreement. The Hotel shall not be liable for the loss of or damage to vehicles parked or moved on the Hotel premises or for the loss of or damage to their contents, except where this is caused by intent or gross negligence. No. 1 clauses 2 to 4 above shall apply accordingly.
- Wake-up requests are fulfilled by the Hotel with the greatest care and diligence.
- No liability is assumed. Any messages, post or consignments of goods for guests are treated with the due care. The Hotel will take over the delivery, storage, and - if requested - also the forwarding (for a fee). No. 1 clauses 2 to 4 above shall apply accordingly.
- Any items belonging to the Customer that are left behind will only be sent to the Customer upon their request as well as at their risk and expense. The Hotel shall keep those items for 3 months. Afterwards, those items are going to be handed over to the local lost property office, provided they have got a recognisable value. If they have no recognisable value, the Hotel reserves the right to destroy said items once the time period has lapsed.

## VIII. Final provisions

- Any changes or amendments to the agreement, the application acceptance or these general terms and conditions for the hotel accommodation must be in writing. Unilateral changes or amendments by the Customer shall be invalid.
- Place of performance and payment shall be the registered business address of the Hotel.
- Exclusive place of jurisdiction for commercial transactions - including disputes concerning cheques and bills of exchange - shall be the registered office of the Hotel. In cases where one contracting party meets the requirements set out under section 38 para 2 of the ZPO [German Code of Civil Procedure] and has no general place of jurisdiction in Germany, the place of jurisdiction shall be the registered office of the Hotel.
- This agreement shall be governed by German law. The applicability of the UN Convention on Contracts for the International Sale of Goods as well as the conflict of laws shall be excluded.
- In the event that individual provisions of these General Terms and Conditions for the Hotel Accommodation Agreement are or become invalid or void, this shall not affect the validity of the remaining provisions. In all other respects, statutory provisions shall apply. The parties undertake to replace the invalid provision with a valid one, which comes as close to the meaning and the intention of the invalid provision as possible.

**ABG Tagungszentrum**

Leising 16, D-92339 Beilngries  
T 08461.650-0, F 08461.650-1371  
info@abg-tagungszentrum.de  
www.abg-tagungszentrum.de

