

Terms and Conditions

La Poste Culture and Congress Centre, Visp

1 Management and Administration of KK La Poste

- 1.1 La Poste Commission:
Operational and programme planning, assistance with fundraising, budget, and investment control
- 1.2 La Poste Management:
Business and administrative management of the centre
- 1.3 Technical Management:
Responsible for all technical matters and for the preparation and implementation of events

2 Rental

- 2.1 We offer the following for rental:
-Theatre Hall (587 seats) with stage, orchestra pit and artists' dressing rooms
-Theatre Hall (587 seats) with forestage and wide screen
-Banquet Hall (BS) and foyer
-Banquet seating for 600 seats
-Concert seating for 600 seats
-½ BS 200 seats
-¼ BS 100 seats
-Office for food and beverage service
-Conference room on the 2nd floor with 20 seats
- 2.2 Administration and rental are carried out by the management. A written contract is concluded with the tenant, hereinafter referred to as the organiser.
- 2.3 The rental agreement must name a contact person from the organiser who must be present in person for the entire duration of the event and who bears sole responsibility on behalf of the organiser.

3 Restaurant / Catering

- 3.1 In addition to the above-mentioned rooms, the following are available on the ground floor:
-Bistro with 80 seats
-Restaurant with 42 seats
-Mischabel Room with 32 seats for dining and 20 seats for seminar (U-shape)
- Garden terrace with 120 seats, 250 people for drinks receptions
- 3.2 Reservations are taken by the Restaurant La Poste team:
Tel. 027/ 948 33 88, email restaurantlaposte@visp.ch
- 3.3 Catering at the La Poste Culture and Congress Centre is provided exclusively by the La Poste restaurant.
- 3.4 Unless expressly agreed otherwise, the price lists of the La Poste restaurant valid at the time of the event apply to food and beverages.
- 3.5 The choice of food and beverages must be communicated at least two weeks before the event; otherwise, the offer and quality cannot be guaranteed.
- 3.6 An estimate of the number of participants must be provided at least one week before the event. The final number of participants for which a guarantee is given must be provided in writing at least three working days before the event; this number may not deviate by more than +/- 5% from the guaranteed number. The actual number of participants will always be charged, but at least the guaranteed number.
- 3.7 Catering in all rooms and on the premises of KK La Poste is reserved exclusively for the La Poste restaurant.
- 3.8 If the customer wishes La Poste to serve its own beverages, a contribution towards operating and staff costs will be charged, the amount of which shall be specified in the contract.

4 Rental Fees

- 4.1 The rental fees are set out in the official tariff regulations.
- 4.2 Special facilities and work, as well as deviations from the standard equipment, will be charged according to expenditure.

5 Event Planning and Provision

- 5.1 At least two weeks before the event, the contact person must discuss all details with the technical manager, the office manager and, if necessary, the caterer.
-Provision of facilities
-Special services
-Schedule and set-up of the event
- 5.2 La Poste management is responsible for coordination.
- 5.3 Major cultural projects and conferences should be discussed in detail with La Poste management and technical staff at least three months in advance.
- 5.4 The outcome of this discussion must be recorded in the rental agreement and becomes an integral part of the rental agreement.
- 5.5 All technical equipment may only be operated by our specialist staff or with their consent and instruction.
- 5.6 The provision of all other equipment (decorations, tables, chairs, podiums, etc.) is the responsibility of the organiser under the instructions of the technical manager.
- 5.7 By triggering additional services, the organiser acknowledges the additional costs incurred in accordance with the rates set out in the tariff regulations.
- 5.8 The instructions of the technical manager must be strictly followed.
- 5.9 Communication between La Poste staff and the organiser shall only take place via the contact person specified in section 2.3.

6 Occupational Safety

- 6.1 According to the personnel regulations of the municipality of Visp, the maximum working time without a break for La Poste technical staff is 6 hours. The event and staff deployment must be planned with the technical manager in such a way that regular breaks are possible and the 6-hour block is not exceeded.
- 6.2 Breaks should be planned so that catering outside the premises with a hot meal is possible. The organiser may also arrange in-house catering for the technicians, in consultation with the technical director.
- 6.3 In accordance with Article 25 of Ordinance 3 to the Swiss Labour Act, neither we nor our stagehands may lift loads weighing more than 25 kg.

7 Advertising

- 7.1 Advertising is generally the responsibility of the organiser. For public events, certain platforms can be made available on request.
- 7.2 The management of the La Poste Culture and Congress Centre is responsible for advertising.

8 Police and Fire Brigade

- 8.1 The binding provisions regarding escape routes, areas to be kept clear and parking and stopping restrictions form an integral part of the rental agreement.
- 8.2 Exits, emergency exits, stairwells and fire extinguisher stations must not be locked, obstructed, or covered by decorations.

- 8.3 The organiser and its employees shall receive appropriate instruction from the technical manager.
- 8.4 In the event of an evacuation, the organiser must be able to provide sufficient personnel in accordance with the safety concept. These personnel must have received/participated in appropriate training/instruction from the technical manager.

9 Capacity

- 9.1 The organiser is responsible for ensuring that the specified capacities of the individual rooms (number of persons according to seating) are not exceeded.
- 9.2 It is prohibited to set up additional seating in the theatre hall, except on the orchestra podiums, and then only in consultation with the technical director.
- 9.3 For 100 guests or more, a second technical employee from La Poste must be provided/planned as a supervisor.

10 Peace and Order

- 10.1 As the organiser, the tenant is responsible for maintaining peace and order at both public and private events.
- 10.2 As the organiser, the tenant is responsible for the safety of their guests/audience and the artists.
- 10.3 The organiser's contact person or a representative designated by name and reported to the management of La Poste must be present until the end of the event.
- 10.4 For events involving the use of pyrotechnics, the same provisions apply as under point 22.9.

11 Ticketing

- 11.1 The organiser may use the reservation system and official tickets of the La Poste Theatre for a fee in accordance with the tariff regulations.
- 11.2 The La Poste management is responsible for ticketing.

12 Cloakroom

- 12.1 The cloakroom is operated exclusively by theatre staff. Staff costs are charged in accordance with the tariff regulations. La Poste accepts no liability.
- 12.2 An exception may be granted to local associations.

13 Structural Alterations

- 13.1 It is prohibited to make any alterations to structural and technical installations or to hammer nails or screw screws into the walls, ceilings, and floors.
- 13.2 Fittings and installations for specific events may only be carried out with the permission and in accordance with the instructions of the technical manager. The resulting costs shall be borne by the organiser.

14 Poster Displays

- 14.1 Display boards, flipcharts and display cases must be used for poster displays and notices of all kinds.
- 14.2 It is prohibited to attach posters and signs to the building walls and wooden walls.

15 Liability for Goods Brought onto the Premises

- 15.1 The organiser is responsible for insuring goods brought onto the premises against possible risks.
- 15.2 La Poste accepts no liability.

16 Delivery and Storage of Materials

- 16.1 All deliveries for the catering operations of local associations in the banquet hall and for theatre operations must be made immediately before the event (usually on the same day) and must be received in person by the organiser's representative and stored in the office.
- 16.2 Utensils and materials (e.g. musical instruments, decorative materials, food, beverages, empty containers, packaging, etc.) must be cleared away immediately after the event and may not be stored at La Poste.

17 Permits

- 17.1 Permits for extended opening hours and dancing permits must be obtained by the organiser from the relevant authority (regional police).
- 17.2 The organiser is solely responsible for obtaining any other permits (lotteries, work permits for artists, performance rights, etc.).
- 17.3 La Poste provides the premises on the condition that the tenant owns the copyrights and ancillary copyrights associated with their event.

18 Subletting

- 18.1 Any form of subletting or re-letting (sales stands, exhibitions, etc.) or change of use (type of event) is strictly prohibited.
- 18.2 Justified exceptions require the written approval of La Poste management.

19 Cleaning / Additional Work

- 19.1 Tidying up and sweeping are the responsibility of the organiser.
- 19.2 Additional cleaning work that must be carried out by La Poste employees due to exceptional soiling, as well as unforeseeable additional work, shall be paid for by the organiser on a time and material basis.
- 19.3 The fee for waste disposal in accordance with the regulations of the Upper Valais Municipal Association for Waste Management will be charged to the organisers based on volume.

20 Invoices

- 20.1 Invoices issued by La Poste are payable within 30 days of the invoice date.
- 20.2 La Poste is entitled to demand the entire rental price or a reasonable deposit upon conclusion of the contract or on a specific date prior to the event.

- 20.3 La Poste may refuse further use or cancel a confirmation of use for future events if a user fails to pay an invoice.

21 Expense Allowance and Contractual Penalty

- 21.1 If an organiser withdraws from a legally valid signed rental agreement, they must pay the expense allowance specified in the tariff regulations.
- 21.2 The time required for setting up the hall (furnishing, seating) and for dismantling it will be charged according to the time and effort involved.

22 Special Instructions for the Use of the Theatre Hall

- 22.1 The control and monitoring of the two visitor entrances to the theatre hall must be maintained throughout the entire duration of the event.
- 22.2 For public events with large numbers of visitors, door control by the theatre's own staff may be made compulsory in return for compensation.
- 22.3 It is prohibited to bring food, drinks and other items that do not belong there into the theatre hall. Rucksacks should not be taken into the hall. Rucksacks and larger cloakroom items can block escape routes and impede smooth evacuation. The organiser must ensure strict door control in this regard.
- 22.4 The door staff organised by the tenant will receive appropriate instructions from the technical manager before the event.
- 22.5 Smoking is strictly prohibited throughout the entire Culture and Congress Centre.
- 22.6 Animals are strictly prohibited in the theatre and banquet hall to protect guests and animals (noise, panic, evacuation).
- 22.7 All stage equipment must be handled with care, gently and professionally. Section 5.5 must be strictly observed.
- 22.8 The production of stage sets and props, including sawing and painting work, must be carried out outside La Poste.
- 22.9 The use of pyrotechnic devices and special effects must always be discussed with the stage manager when planning the event, and a fire brigade protocol must be drawn up. Pyrotechnic devices are subject to the Federal Act on Explosive Substances. These regulations are binding, for transport, storage, personal safety, and fire protection.

23 Instructions for Banquet Hall and Foyer

- 23.1 The assembly and dismantling of tables and chairs, as well as the handling of table and chair trolleys, must be carried out with care. Caution is required when handling doors and walls.
- 23.2 Tables, chairs, and other items of furniture must not be dragged across the floor.
- 23.3 The trolleys provided must be used to transport chairs. When tidying up or dismantling, the trolleys must be filled with the marked number of chairs/tables.

24 Liability for Damage

- 24.1 The organiser is liable for all damage caused to rooms, facilities, and furniture, regardless of whether the perpetrators are members of the organising team or visitors to the event.
- 24.2 Damage resulting from failure to comply with these instructions shall be borne in full by the organiser.
- 24.3 La Poste management reserves the right to refuse future rentals to the organiser concerned in the event of serious violations.

25 Cancellations

- 25.1 If the organiser cancels the reservation, 30% of the usage fees shall be payable as compensation if cancellation occurs three weeks or more before the event, and 50% if cancellation occurs one week or less before the event.

26 Data Protection

- 26.1 The data protection regulations under Swiss law shall apply.
- 26.2 By signing the rental agreement, the customer agrees to assume full liability for the content downloaded when using the Valaiscom LAN connection in the banquet hall (not to be confused with the hotspot LAN, which is set up exclusively and on request with the ordered bandwidth).

27 Final Provisions

In the event of violations of these regulations, La Poste management may cancel the event or take further measures.

These terms and conditions were approved at the La Poste Commission meeting on 26 June 2024 and will come into force on 1 November 2025.

La Poste Commission, 26 June 2024