

SASSO CORBARO RESERVATION FORM

Surname and name or Company

Address street/no
 postcode/location

Mobile phone

E-mail address

Billing address

I would like to reserve the following space

☐ **Sala Benedetto Ferrini**

- | | |
|---------------------------------------|-------------------|
| <input type="radio"/> Full day | CHF 300.00 |
| <input type="radio"/> Half day | CHF 150.00 |
| <input type="radio"/> Wedding | CHF 300.00 |

Rental prices do not include VAT.

Additional information

Date(s) of event




Number of participants

Times start
 end

Type of event

conference	cocktail reception	exhibition	concert
corporate event	wedding	other (please specify)	

Set-up

- **Conference**
Maximum capacity of 30 people 
- **Horseshoe layout**
Maximum capacity of 25 people 
- **Round table setting**
Maximum capacity of 16 people 
- **Wedding**
Maximum capacity of 60 people standing / 50 people (25 seated and 25 standing)
- **Other**

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- | | |
|---------------------------------------|-------------------------|
| ○ Projector | CHF 50.00 |
| Includes projection screen | |
| ○ Audio system | price on request |
| ○ Flip chart with paper sheets | CHF 40.00 |
| ○ WI-FI connection | included |
| ○ Room decorations | price on request |

We will be happy to provide you with personalised advice on the most suitable solutions for decorating your spaces, as well as technical support if you have not yet found a specialist partner to manage your event.

Catering service

Please contact Osteria Sasso Corbaro on +41 91 825 55 32 or by email at osteriasassocorbaro@gmail.com. It is forbidden to organise external catering services without written authorisation from Osteria Sasso Corbaro.

Cancellation policy

Cancellation of the event must be notified in writing to info@fortezzabellinzona.ch. No charge will be made for cancellations made more than 48 hours in advance. Cancellations made 48 hours in advance will be charged 50% of the venue hire fee, and cancellations made 24 hours in advance will be charged the full venue hire fee.

Important, Bellinzona Fortress accepts no responsibility for theft or damage to works and/or materials belonging to the organiser and/or already on display in the spaces. The spaces must be returned in the same condition as they were delivered; any damage will be charged to the organiser.

Place and date

Signature for acceptance

The form must be completed and sent to info@fortezzabellinzona.ch.