

D4

Business Village Luzern

YOUR INSPIRATIONAL WORKING ENVIRONMENT

OFFICE À LA CARTE
and **COWORKING@D4**

MORE SPACE
for **YOUR IDEAS**







COWORKING@D4

Your new working environment

Infrastructure

In the 300 m² space of the D4 Business Village Luzern, you will find your smart and innovative COWORKING@D4 working environment. The 26 workplaces and 4 conference rooms are extremely modern and set up in a highly ergonomic fashion.

The entire surface is divided into various zones, where you can work on your own, with a colleague or in a group. The middle zone is ideal for events, brainstorming sessions or simply a pleasant coffee or lunch break spent with others. You will have access to a kitchen with a coffee maker, water dispenser, crockery, microwave, oven and dishwasher. The service point offers a modern printer, stationary and much more. Your guests, should you expect any, will be greeted and looked after in a highly professional manner by our reception staff.

The workplaces can be booked by day, by week, in a bundle of 10 or on a monthly basis.

Privacy points

Apart from that, our conference rooms offer the quiet atmosphere you need to be able to concentrate on your work. The “Drum’Box” can be used to make phone calls without being disturbed.

Tapping into synergies

Open communication and the exchange of thought help create new ideas and new business fields, which ultimately allows you to use common synergies.

Overview of the benefits of COWORKING@D4:

- Comfortable work atmosphere
- Ergonomic workplaces
- Private spaces to help you be able to concentrate on your work
- All-around service on site
- Conference room with state-of-the-art event equipment
- Various catering facilities
- Individually bookable services
- Use of the entire D4 infrastructure
- Active exchange with like-minded people
- Ideal environment for supporting creative ideas
- Grow your network network

CONFERENCE ROOMS

For successful meetings

Inspirational rooms with state-of-the-art event equipment

Our four different conference rooms offer you the necessary tranquillity and the refreshing ambience to liberate your creativity and your innovations. You choose the type of seating you need, and we will set up the room according to your requirements. You are free to use our state-of-the-art event equipment with a “collaboration hub”.

Overview of our rooms:

Ignis

Details

- Size: 20 m²
- Max. number of people: 8
- Seating: table
- Equipment: Screen presentation via ClickShare



Aqua

Details

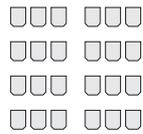
- Size: 26 m²
- Max. number of people: 8 - 12
- Seating: Grouped/U shape
- Technology: State-of-the-art collaboration hub



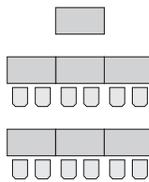


Seating

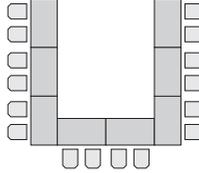
1 Theatre



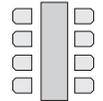
2 Lecture



3 U shape



4 Grouped



Aeria

Details

- Size: 28 m²
- Max. number of people: 8-12
- Seating: Grouped/U shape
- Equipment: Screen presentation via ClickShare



Ventum (Aqua + Aeria)

Details

- Size: 54 m²
- Max. number of people: 20-32
- Seating: Lecture/Theatre
Grouped/U shape
- Technology: State-of-the-art collaboration hub



THE LAYOUT

Overview



The lounge, the kitchen and the service point with print, copy and scanning facilities complete our offer and create an ideal environment for your productivity.





OFFICE À LA CARTE

Furnished customized offices

As much office space as you need—when you need it. Plug in and work: Office à la carte offers fully furnished offices. You can rent office space for a week, a month or even for a year or longer. You will also benefit from a range of professional services to simplify your daily operations. The package includes the following services: office furniture, internet connection, telephone connection with telephone set, call number block, telephone service, post service, reception duty, use of the cafeteria, and amenities such as electricity, heating and cleaning of the office.

Furnished office with one workplace

Details

- Size: 20 m²
- Number of people: 1
- Amenities: 1 desk and office chair/
1 conference table with 4 chairs/1 sideboard/1 caddy



Furnished office with two workplaces

Details

- Size: 30 m²
- Number of people: 2
- Amenities: 2 desks with 2 office chairs/
1 conference table with 4 chairs/2 sideboards/2 caddies



JUST IN TIME OFFICE

For those who need flexibility

Do you need a space for confidential conversations, such as coachings, assessments or staff recruitment?

Rent your personal office for an hour, a day, a week or a month. Your guests will be welcomed by us personally and enjoy professional support.

Reception area



Middle zone with lounge





VIRTUAL OFFICES

In a prime location

Virtual office Basic

- Ideally situated
- Your post will be accepted and forwarded to you according to your instructions
- **Professional workplace 1 day/month in the co-working area**

Virtual office Classic

- Ideally situated
- Your post will be accepted and forwarded to you according to your instructions
- 1 phone number + 1 fax number
- **Professional workplace 1 day/month in the co-working area**

Virtual office Supreme

- Ideally situated
- Your post will be accepted and forwarded to you according to your instructions
- 4 phone numbers + 1 fax number
- Your calls will be answered with your company name stated; messages will be transferred to you via e-mail and/or text message
- **Professional workplace 1 day/month in the co-working area**

Virtual office Excellence

- Ideally situated
- Your post will be accepted and forwarded to you according to your instructions
- 4 phone numbers + 1 fax number
- Your calls will be answered with your company name stated; messages will be transferred to you via e-mail and/or text message
- **Professional workplace 3 days/month in the co-working area**

OFFICE SERVICES

Relief for your busy life

Telephone answering service

With individual scripts, as well as operatives who are always welcoming and friendly, the D4 Business Village Luzern can take the load off your switchboard. If you are a sole proprietor or have a shortage of personnel, this professional service will allow you to concentrate on your core business.



Administration service

Administrative tasks are “thieves of time”, keeping you away from your daily operations. You decide on the level of assistance you require; our administration service will be completely tailored to your needs. We can coordinate your appointments, prepare your correspondence, carry out mail shots, compile presentations and assist you with your bookkeeping.



Post service

D4 can handle punctual collection, franking and distribution of your correspondence—so that you can focus on the content. The in-house D4 postman will deliver your incoming post directly to your office early in the morning and personally collect your outgoing post in the evening.



Translation service

Our translation service ensures that your international clients will understand you. Our specialists—all native speakers with various areas of expertise—work quickly, precisely and professionally. The D4 is also your contact for proofreading of copy and for official certification of documents.



Printing service

Even nowadays, printed material still says a lot about the profile and image of a company. The D4 in-house print shops can produce high-quality printed items for you, such as business cards, stationery, brochures or packaging. If time is of the essence, we can also produce your order overnight.



LIFESTYLE SERVICES

Enjoying a work–life balance



Catering

You will be able to meet your clients or friends, exchange thoughts, take a break, have lunch, or enjoy a cool beer with them after work.

- **Mercino Ristorante e Caffè**
 - **Oasis Restaurant & Bar**
-



Crèche

Well-trained nannies will take care of your children from the age of three months until they enter kindergarten. Here, children can develop their abilities and their full potential.

- **Kiana crèche**
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Sports & Health

Various physical activities in the D4 Business Village Luzern strengthen both your body and your mind. In addition to that, the immediate surroundings with their meadows and forests are an ideal location for biking and jogging.

- **Caesar's Fitness**
 - **Climbing park**
 - **Kinesiology natural healing practice**
 - **Physiotherapy & Massages Physio Well**
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Beauty

Various wellness oases offer beauty and health services. Only those who feel good can fulfill their potential.

- **Arnet Hairdesign**
 - **Beauty Nails - Nail Cosmetics**
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Laundry services

In the D4 Business Village Luzern, you can make use of professional cleaning services. Your clothes will be cleaned and ironed, within two working days. Thanks to our collaboration with specialised partner businesses, we can also offer dry cleaning and work with difficult materials such as leather, silk and duvets.

LOCATION

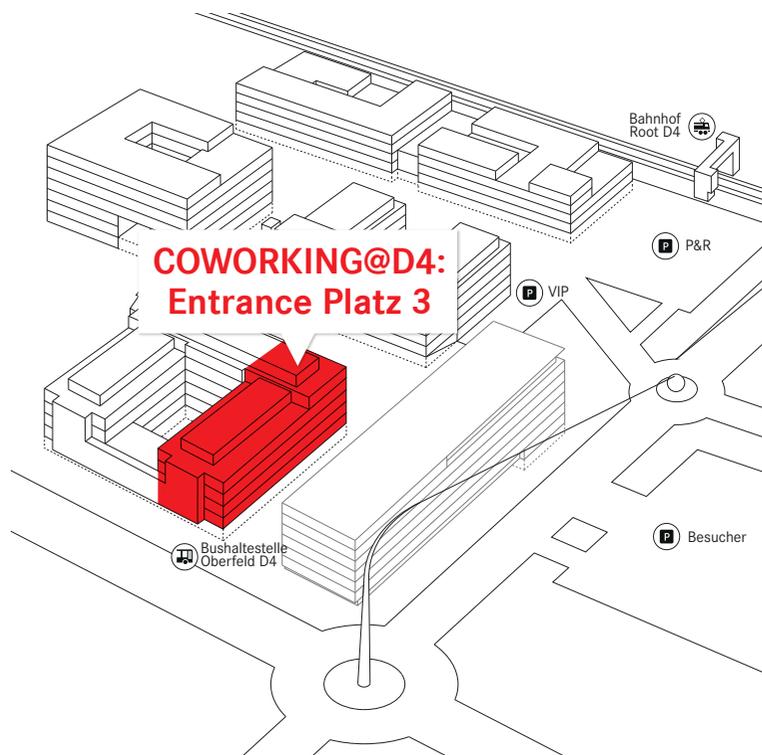
In the heart of Central Switzerland

- Central location, low corporate taxes
- High quality of life, extensive business and recreational facilities

A Success story continues

Since the D4 Business Village Luzern opened in 2003, over 100 companies with about 2,000 employees have used the 53,000m² space it as their office location. Our dynamic growth continues. With Square One, the new business and residential building opening in late 2019, the D4 Business Village Luzern will be able to offer ad-

ditional office space of 11,000 m² with 32 maisonette apartments. Its versatile services make the D4 unique: They complement the newly opened co-working surface, the company's own D4 Conference Centre, the business services, wellness and sports activities, catering and much more.





HOW TO GET THERE

Here is how you can find us

- Ideal location on the Lucerne–Zug–Zurich axis
- Root D4, the company's own train station, two feeder roads and a company-owned bus station

The perfect location for COWORKING@D4

Located on the Lucerne–Zug–Zurich axis, the D4 Business Village Luzern, with its unique co-working area, guarantees incredible ease of access. With its own railway station, two feeder roads and appr. 45 minutes travel time to the Zurich Airport, the D4 and its flexible workplaces are a perfect business location in the heart of Central Switzerland.

By foot

Only two minutes from the Root D4 or the D4 Oberfeld bus stop. Sign in at the main reception D4 Platz 4.

By train

Every half hour from the Zurich Airport, Zurich, Bern, Basel, Geneva and Lucerne. After that, take the tram (S1) in Lucerne, Zug or Rotkreuz and get off at the Root D4 stop.

By bus

Every seven minutes from Lucerne railway station: Take line 23 in the direction of Gisikon and get off at the D4 Oberfeld stop (travel time appr. 20 minutes).

By car

A14 Zurich-Lucerne highway, Buchrain-Ebikon exit in the direction of Root, 1.3 km to Root D4 or Gisikon-Root exit, Kantonsstrasse in the direction of Lucerne, 3 km to Root D4. There are parking spaces available.

Parking

30 minutes free, CHF 1.00 per hour, or get a 1-day ticket at a fixed price of CHF 10.00.



NETWORKING

With like-minded people

The COWORKING@D4 offers its users the ideal platform for active exchange with like-minded community members, as well as with D4 companies from various industries. This helps our clients come up with new ideas and innovations and—which is really important—use valuable synergies. Stop by and let the unique atmosphere inspire you.



CONTACTS AND PRICES



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Offer COWORKING@D4

Offer	Drop-in 45.00/day	Drop-in Pack of 10 subscriptions 380.00/10 days	Flexible 480.00/month	Permanent 650.00/month
Workplace	open seating	open seating	open seating	fixed
High-speed wi-fi	included	included	included	included
Locker/mailbox	included	15.00	25.00	included
Lockable caddy	-	-	40.00	40.00
Business address + mail service	-	-	100.00	included
Telephone set with CTI client	-	-	35.00*	35.00*
Conference room	40.00 to 65.00/h	40.00 to 65.00/h	4 h included	4 h included
Print/copy b/w A4	0.15	0.15	20 pages included	20 pages included
Print/copy colour A4	0.40	0.40	10 pages included	10 pages included
Access	Mon to Fri 8am to 5pm	Mon to Fri 8am to 5pm	24/7	24/7
Parking space	Day ticket 10.00	Day ticket 10.00	Day ticket 10.00	Day ticket 10.00

* plus set up fee/call charges

Offer Conference room COWORKING@D4

Offer	Room size	Max. number of people	Price per hour in CHF	Price per ½ day in CHF	Price per day in CHF	Seating
Ignis	19.0 m ²	8	40.00	95.00	180.00	Grouped
Aqua	26.0 m ²	8 - 12	65.00	165.00	230.00	Grouped/U shape
Aeria	28.0 m ²	8 - 12	65.00	165.00	230.00	Grouped/U shape
Ventum	54.0 m ²	20 - 32	120.00	320.00	470.00	Lecture/Theatre/ Grouped/U shape

Offer Furnished offices

Offer	Size	Price per month in CHF
Office with 1 workplace	20.0 m ²	1800.00
Office with 2 workplaces	30.0 m ²	2400.00
Additional workplace in all offices possible	-	Fixed price of 350.00 per workplace/month
One-off set-up fee	-	450.00 - 600.00
Deposit	-	Two months rent

Offer Virtual offices

Offer	Price per month in CHF	One-off set up fee in CHF
Virtual office Basic	230.00	150.00
Virtual office Classic	370.00	250.00
Virtual office Supreme	590.00	350.00
Virtual office Excellence	750.00	350.00
Deposit	Three months rent	-

Offer Telephone answering service

Subscription	Offer	Price in CHF	One-off set up fee in CHF
Subscription 50	Up to 50 incoming calls/month	160.00	150.00
Subscription 100	Up to 100 incoming calls/month	280.00	200.00
Subscription 200	Up to 200 incoming calls/month	480.00	250.00
Subscription 300	Up to 300 incoming calls/month	660.00	300.00
Hourly subscription*	Up to 10 incoming calls/hour	20.00	150.00
Daily subscription*	Up to 20 incoming calls/day	65.00	150.00
Weekly subscription*	Up to 10 incoming calls/week	150.00	150.00
*Hourly/Daily/Weekly subscription	Annual standby basic fee for phone line	180.00	-

Additional costs	Per unit	Price in CHF
Additional calls exceeding the subscription	Call	3.00
Outgoing faxes	Fax	5.00
Calls on behalf of the client	Minute	2.00
Connection costs for forwarded domestic calls	Minute	0.10
Connection costs for forwarded calls abroad	Minute	0.25 – 1.60
Connection costs for forwarded calls to mobile phones	Minute	0.55
Costs for notification by e-mail	-	free
Costs for notification by text message	-	0.25

Offer mail service

Number of workplaces	Mail collection at the D4 reception in CHF/month	Having mail delivered to the office in CHF
1 to 5 workplaces	285.00	385.00/month
6 to 20 workplaces	400.00	500.00/month
21 to 50 workplaces	600.00	700.00/month
51 to 100 workplaces	800.00	900.00/month

Offer Administration service

Service	Price in CHF
Administration services	100.00/h
Preparation of mail shots	40.00/h

Further services on request

D4 Business Village Luzern

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TERMS AND CONDITIONS (T&CS) CONFERENCE ROOM COWORKING@D4

Version: 01/01/2019

The following regulations are part of every booking confirmation:

1 Rental properties

1.1 Property description

The Landlord shall rent out to the Client the rooms, event equipment and infrastructure at the Office à la carte/COWORKING@D4 listed in the separately attached offer/confirmation. The Client shall be handed over the rental property including its infrastructure in a functioning and ready to use condition for the agreed period of time. The rental property, including its facilities, shall be considered as accepted in perfect condition if the Client makes no complaints when accepting it. Complaints made subsequently do not justify a reduction of the rental fees or their non-payment. If so requested by the Landlord of the Client, an inspection of the space shall be carried out before and after its use. The cleaning costs are included in the rental fees. The Landlord shall not be obligated to exercise duty of care with regards to any objects the Client, his/her representatives, conference participants or visitors accompanying them. In the event of urgent duties, the Landlord must be granted access to the booked rental property at all times.

The following description only defines the binding framework for the Client's right of use; it does not describe the state of the rental property at the start of the rental period.

2 Intended purpose

2.1 Use

The Client shall have the right and shall be obligated to exercise due care while using the property/properties listed in the offer/confirmation, including the defined services and the related infrastructure, mainly as an event, seminar, workshop and/or conference room. The planned event must not cause significant disruptions to or endanger the safety of and order for the Landlord. Any significant extensions, limitations and/or changes to the purpose of the properties/services are only permitted with the Landlord's prior written consent. Any subletting of the rental property or parts thereof require the Landlord's prior written consent. Should the Client intend to transfer the leasing relationship to a third party, he/she must include in his/her request for approval all agreements concluded with that party, including any collateral agreements, as well as full information about the party that is to take over the rental properties.

3 Liability for damages

3.1 Rental properties and facilities

The Client shall be responsible for any damages to the rental properties and facilities should those damages be caused by him/her, his/her representatives, conference participants or visitors. If the rental property cannot be used for a certain period of time due to such damages or the required repairs, the Client shall also be obligated to reimburse the Landlord for the loss of rental profits and for any further direct subsequent damages.

3.2 Exhibits

The Landlord shall not be responsible for any exhibits.

3.3 Fire/Police

The Client must strictly comply with the fire regulations for events. The Landlord draws the Client's attention to the fact that smoking in the rental properties is absolutely prohibited. The emergency exits must be kept free at all times. They may only be used in cases of emergency.

4 Subject matter of contract

4.1 Start/duration of the rental period/Rental fees

The start of the rental period is defined in the contract. The duration of the rental period is defined as a fixed-term contract within the definition of Art. 255 Section 2 of the Swiss Code of Obligations. It ends in accordance with the contract (for description see offer/confirmation); parties do not need to terminate it. The fee paid for the use of the space includes general room lighting, standard cleaning, as well as the use of any technical equipment designated as free to use. In the case of special contracts however, cleaning fees may be invoiced separately / additionally. The prices can be found in the current price lists of the Office à la carte/COWORKING@D4 or on site. Unless indicated otherwise, all prices are in Swiss francs and exclusive of VAT. Prices subject to change.

4.2 Definition Rental units

½ day in the morning	Morning until noon (in numbers: 8am to 12.30pm): Use of rental properties past 12:30pm is considered a whole day!
½ day in the afternoon	Noon until afternoon (in numbers: 12.30pm to 5pm): Use of rental properties past 5pm is considered a whole day!
Entire day during the day	Morning until early evening (in numbers from 8am to 5pm) Rental property use past 5pm is considered a whole day plus evening surcharge of CHF 100.00 exclusive of VAT.
½ day in the evening	Early evening until evening (in numbers: 5pm to 10pm): Rental property use from 5pm is considered ½ day plus an evening surcharge of CHF 100.00 exclusive of VAT.
Opening times	The regular opening times of the Office à la carte/COWORKING@D4 are Monday to Friday from 8am to 5pm
Special times	Saturday/Sunday and bank holidays can only be booked on request. If the premises are used for over 2 hours, this is considered as ½ day.

4.3 Bookings

The Landlord sends the client an e-mail to confirm that the rental properties (including services) have been booked. If the Client does not object within 3 days of receipt, the confirmation for the services indicated therein is considered binding. The Landlord shall have the right to cancel the booking without being obligated to pay any damages

- if, due to force majeure circumstances, neither the confirmed rental properties/services nor a replacement property can be provided
- if the planned event may lead to a significant disruption or endangerment of safety and order.

4.4 Agreements with regards to details

Generally, details of the event must be agreed with the Landlord at least 2 weeks before the event day.

4.5 Receipt of key/badge for the rental property

The Client can collect the key for the rental property at reception (Platz 3, N2) Monday through Friday between 8am and 5pm and can return it there, too. Any change in return arrangements must be made with the Landlord in advance.

4.6 Parking (visitor parking spaces outside)

The first 30 minutes are free. After the first 30 minutes, the hourly rate is CHF 1.00. Clients can buy exit tickets at reception at a fixed price of CHF 10.00.

4.7 Access on site

The Client must inform their event participants that they may only park in the visitor's car park (outside parking spaces) in accordance with the route map. (visit www.d4business-village.ch).

4.8 Deliveries

Exhibits can be delivered using a special ramp after making arrangements with reception at Office à la carte/COWORKING@D4.

5 Catering

5.1 In-house catering

The in-house catering service is organised either by the Office à la carte/COWORKING@D4 or the Oasis Restaurant (SV Group). Prices can be found on the booking confirmation or directly in the catering offer. The Landlord has no influence on the prices of the SV Group. The Client shall be invoiced for the Oasis Restaurant's catering services directly via the SV Group. Prices subject to change.

5.2 Conditions

The Client must provide the Landlord with the exact number of participants by 12pm on the day prior to the event. The Client shall be invoiced for the number of participants needing catering services as last indicated / by 12pm on the day prior to the event, even if the number of participants arriving on the day of the event is lower. If more participants arrive on the day of the event than announced, the Client shall be invoiced for additional catering costs.

6 Additional services

6.1 Infrastructure/Services

If the Client makes use of any additional services offered by the Landlord, e.g. phone, fax, copy machine etc., those services shall be invoiced based on the rates customary for the region or as arranged between the parties. Any further infrastructure items, e.g. event equipment or event aids, shall be invoiced in addition to the space rental. Services such as administrative services, reception or event support services shall be invoiced separately.

7 Cancellation costs

7.1 Space rentals and catering

If a room or catering booking is cancelled more than 48 hours prior to the event day, no cancellation fees shall be charged, apart from the costs incurred in connection with the Landlord's infrastructure rented specifically for this purpose. If the event is cancelled less than 48 hours prior to the day of the event, the Client shall be charged 50% of the agreed price. If the event is cancelled less than 24 hours prior to the event or in no-show cases, the Client shall be charged the full amount of the offered/agreed price.

8 Invoicing

8.1 Billing

The Client shall be invoiced after the day of the event, but no later than 30 days later.

8.2 VAT

The VAT rate is 7.7%. Prices are exclusive of VAT.

8.3 Payment conditions

Payments must be made within 30 days of invoice receipt.

D4 Business Village Luzern

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D4 – a suva initiative

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