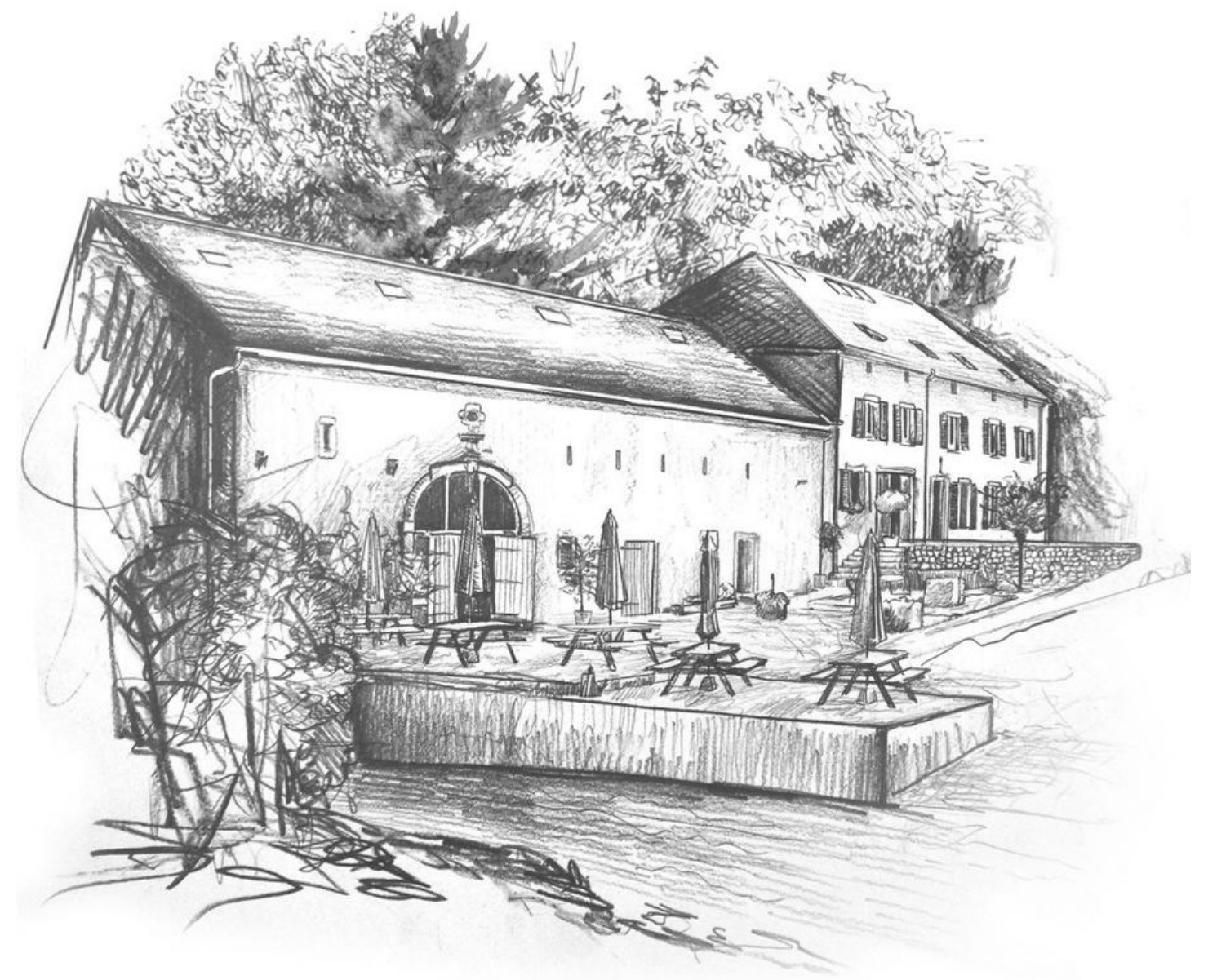


# *Le Moulin d'Atthvies*

An exceptional venue  
for your event





# Welcome to *le Moulin d'Altwies*

The Moulin d'Altwies, completely renovated for your needs, has regained all its panache and offers an ideal setting for the most diverse events.

A unique place far from the hustle and bustle of cities and offices, a climate of well-being to recharge your batteries and find the essentials.

Built in 1769, the Moulin d'Altwies welcomes you in its stone banqueting room and offers you a top-of-the-range and "tailor-made" event.

A warm décor, a fireplace and excellent gastronomy are the keys to an exceptional service in a magical place in the middle of a landscape that combines nature and authenticity.

You wish to organize this unique event in its smallest details:

The menu, the drinks, the entertainment, the floral decoration and the art of the table...

The team of Le Moulin, in cooperation with the event agency New Spirit, will offer you their experience and know-how to advise you and to make your event a unique moment.







Our premises can accommodate up to 300 people (standing).

From the banqueting room to the trendy bar with its fireplace corner and the lounge with a view of the authentic mill wheel, everything is available to make your event an unforgettable experience.



# *Le Moulin*





# *The main hall*

The main hall is 150 m<sup>2</sup> and can accommodate up to 150 people seated.

With a multitude of options for table arrangements, we can offer you a personalised layout of our stone reception room to provide you with a tailor-made event.









# *Seating plan*

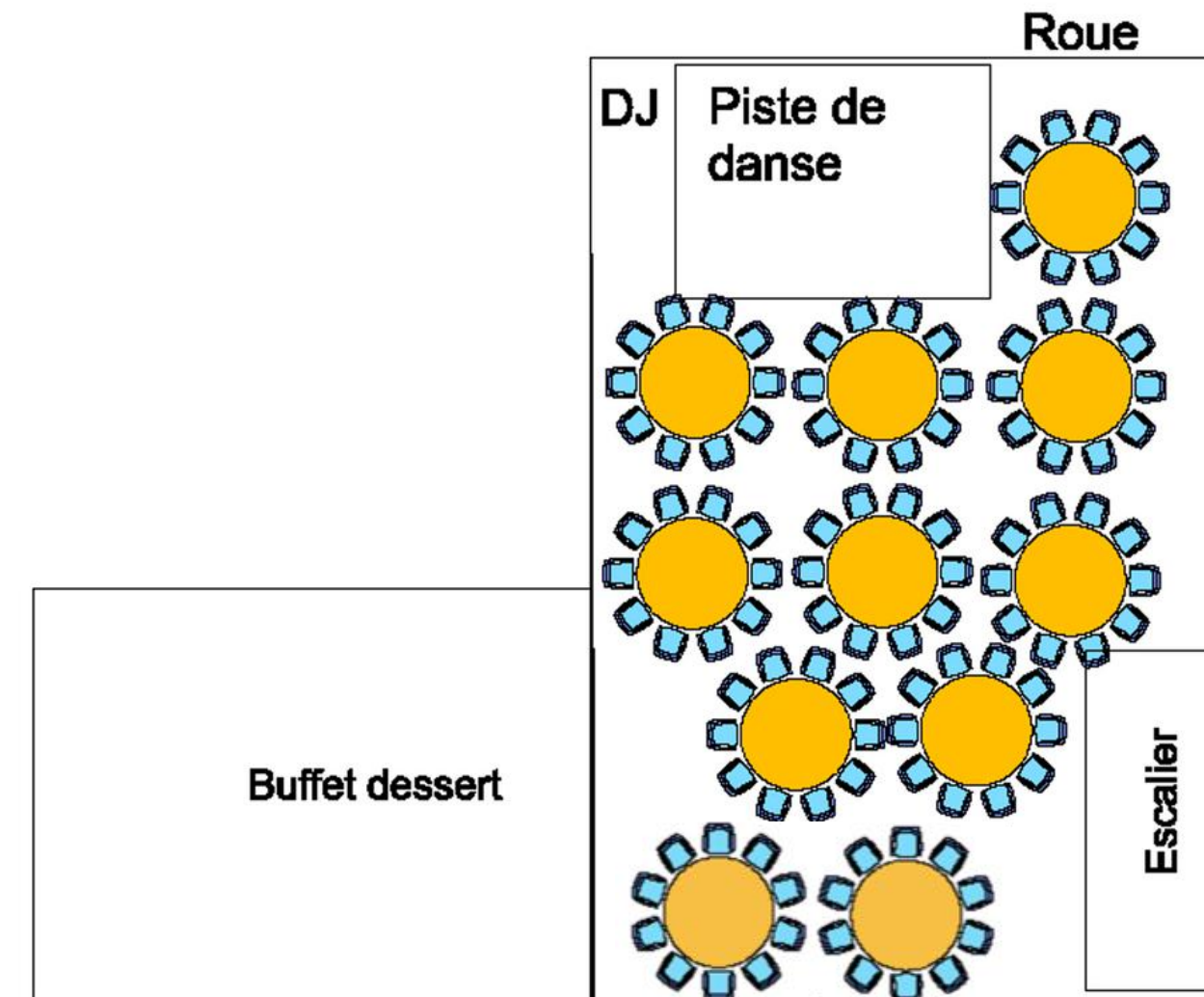
**For 110 people:**

Round tables, Ø 180cm, with dance floor

**For more than 110 people :**

Rectangular tables

Length 180 cm, width 80 cm





# *Salon & Lounge*

Whether you want to enjoy a digestif and a cigar in our lounge area with a view of the mill wheel or set up a delicious buffet with photo corner in our lounge, our team will make all your wishes come true.









# *Tentickle Lounge*

The Tentickle Lounge, a new space at the Moulin, is accessible directly from the bar on the ground floor.

Therefore, by renting this space, it is possible to allow your guests to enjoy the terrace, the bar and the Tentickle Lounge in complete freedom.

The Tentickle Lounge, which is enclosed and heated, can seat up to 70 people and is the perfect place to add a cosy touch to your event.











# *Your wedding and its ceremony*

Le Moulin, the ideal place to celebrate your wedding  
with your family and friends. A true Place of  
exception for your event...

We accompany you in the preparation and  
we will accompany you in the preparation and the  
unfolding of your wedding.

Our aim is to meet all your wishes, according to your  
tastes and to your "follies".

















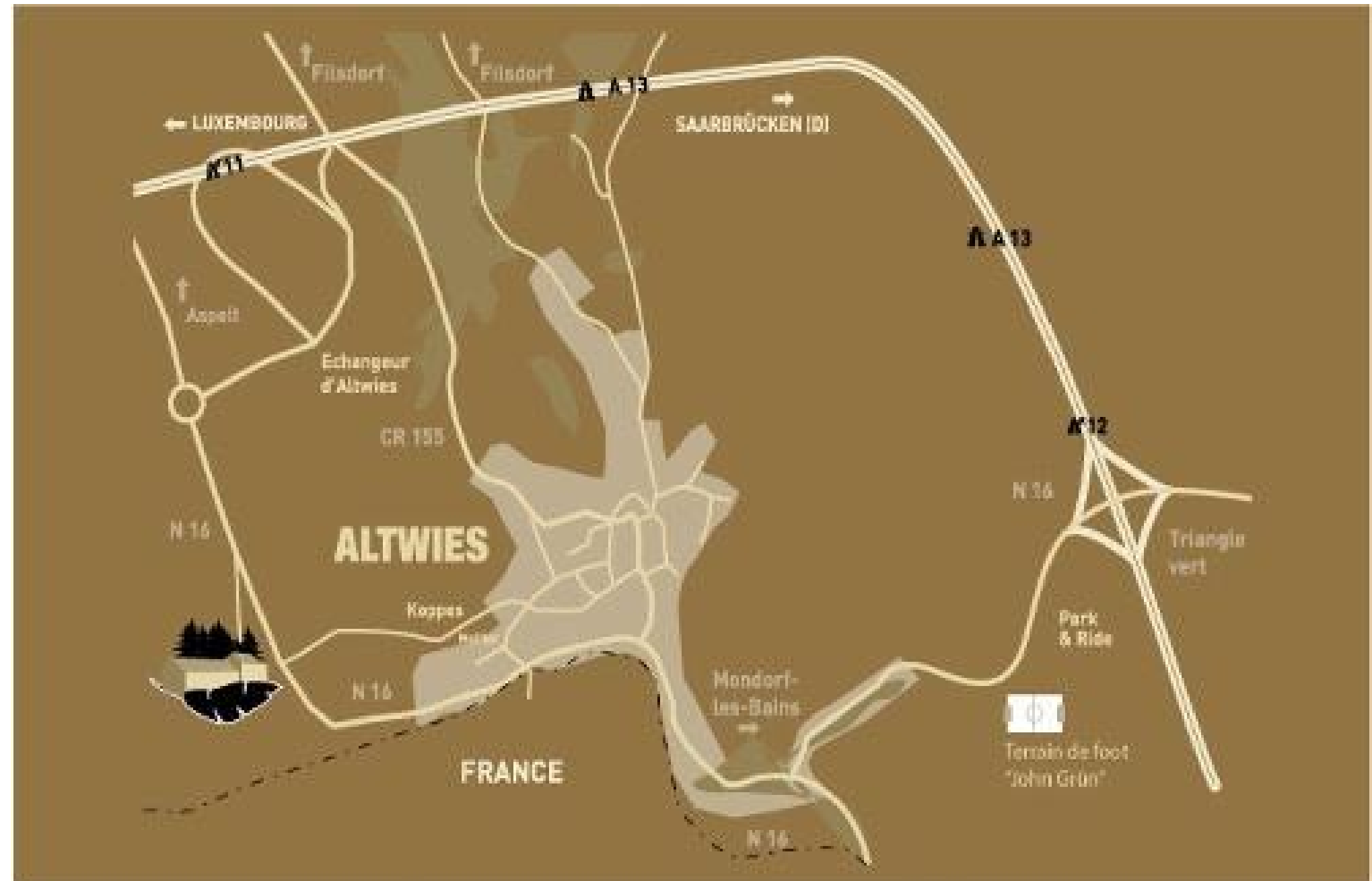
# *Shuttles & Hotel Rooms*

On-site parking (up to 35 cars), with boy parking for 3 hours on arrival.

From 35 cars onwards, compulsory shuttles (see map for departure point)

Possibility to rent a shuttle (rates on request)

We can offer you a preferential rate with our partner hotels.





# *Our Offers*







# Rental and services

<i>Mandatory services</i>	<i>Prices (€) HTVA</i>	<i>Mandatory services</i>	<i>Prices (€) HTVA</i>
<b>Rental of the Mill Saturday or Sunday</b>  Included: Rental from 09:00 to 03:00 – end of evening round/rectangular tables and chairs for up to 110 people 10 Stand-up tables Tenticle for caterer's set-up Parking on site (35 spaces) Wifi	<b>2950</b>	<b>Additional cleaning costs</b> (if confetti and glitter are used)	<b>60</b>
<b>Rental of the Mill on Friday</b>	<b>2000</b>	<b>Room manager (5 hours flat rate)</b>	<b>180</b>
<b>Rental of the Mill on Friday</b> Extra charge for set up 9am – 6pm	<b>1425</b>	<b>Per additional hour up to 3.00</b>	<b>40</b>
<b>Rental of the Mill on Sunday</b> Extra charge for brunch	<b>1425</b>	<b>Parking boy - on arrival</b>	<b>100</b>
<b>Ground floor hire Monday to Thursday</b>	<b>1850</b>	<b>Dance floor (5x4m)</b>	<b>180</b>
<b>Friday, Saturday and Sunday</b>	<b>2500</b>	<b>Management and organisation fee</b>	<b>500</b>
Tenticle, bar + terrace Furniture for up to 50 people		<b>Set-up fee</b>	<b>150</b>
		<b>If the Mill furniture is not used</b>	<b>300</b>
<b>Cleaning before and after</b>	<b>280</b>	<b>ON REQUEST: Possibility to extend after 3 hours</b>	





*Options*

*Prices (€) HTVA*

Chair cover (ecru/red)	10
Tablecloth for round/rectangular table	18
Printing of menu cards	1.50
Video projector and screen rental	150
Speaker's stand	20
Podium (musicians)	30/piece
Pagoda 5x5 without floor	405
Extra floor (25m <sup>2</sup> )	210
Pagoda 4x4 without floor	375
Tentickle Lounge	600
Red carpet with installation (per m <sup>2</sup> )	12

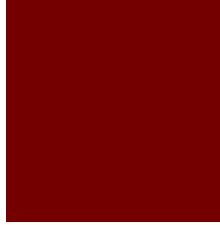
*Options*

*Prices (€) HTVA*

Braziers on the path or outside walls	6
Open fire outdoor brazier or indoor fireplace	50
Heated mushroom (with gas)	90
VMF lamp (including white candle)	55







# Our packages

## *Services*

## *Prices (€) HTVA*

## *Services*

## *Prices (€) HTVA*

**Aperitif Cremant Gales for 1 hour**

**5,- per pax**

**Dinner (drinks served until 3:00)**

**28,50,- per pax**

**Aperitif for 2 hours**

**13,- per pax**

Soft drinks

Beer Simon Pils (cask)

Red wine : Bordeaux Supérieur Château PEYRINES 2016

White wine : Pinot Gris Domaine et Tradition

Rosé wine : Extreme Grey

Softs

Beer Simon Pils (Cask)

Red wine: Bordeaux Supérieur Château PEYRINES 2016

White wine: Pinot Gris Domaine et tradition

Rosé wine : Extreme Gris

Included : 2l soft drink, 6 glasses of wine or beer until 3pm

**With Crémant (Gales) :**

**15,- per pax**

**Alternative package during the whole evening  
from 6pm to 3am**

**Or with Champagne (Drapier Côte d'Or)**

**23,- per pax**

**Your wines and champagne (corkage fee)**

**7,- per bottle**

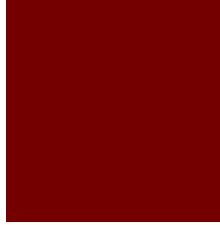
**Soft drinks & Beer Simon Pils (Barrel)**

**18,50,- per pax**

Included : 1/2l soft drink, 2 glasses of wine or beer or crémant or champagne  
during 2h

Included : 1l soft drink, 5 glasses of beer until 3h00





# Our drinks

## *Softs ans Beers*

### **Softs 1l**

Coca Cola, Coca Cola light, Fanta, Sprite,  
Apple juice, Orange juice, Blue Rosport and Viva

**Simon Pils beer (30l keg)**

**Simon Pils beer (50l keg)**

## *Prices (€) HTVA*

**4,5,-**

**105,-**

**165,-**

## *Crémants Luxembourgeois*

**Crémants Gales (Magnum 1,5L)**

**Crémant Alice-Hartmann (0,75L)**

## *Prices (€) HTVA*

**26,-**

**30,-**

## **Red Wines**

**Bordeaux Supérieur Château PEYRINES 2016**

## **White Wines**

**Pinot Gris Domaine et Tradition (0,75L)**

## **Rosé**

**Extreme Gris (1,5L)**

## *Prix (€) HTVA*

**15,-**

**18,-**

**22,-**

## *Champagne*

**Champagne Drapier Côte d'Or**

**0,75 L**

**Magnum 1,5 L**

**Cork duty**

## *Prices (€) HTVA*

**30,-**

**55,-**

**7,- per bottle**

*Wide choice of other drinks (prices on request)*



# Our caterers



*Le Grillon*  
22, rue Principale  
L-6570 Osweiler

Contact M. WEIDERT Tom  
☎ : +352 72 04 02  
info@legrillon.lu  
Facebook : Traiteur "Le Grillon"



*Paulus*  
29, allée des artisans  
B-5590 Ciney

Contact  
M. DESKEUVRE Didier  
☎ : + 32 83 23 40 00  
traiteur@paulus.be  
www.paulus.be



*Marcotullio*  
6, Rue Johnny Flick  
(Entrée B)  
L-1150 Luxembourg

Contact Mme. LUONG Isabelle  
☎ : +352 26 44 17 50  
Isabelle@marcotullio.lu  
www.marcotullio.lu



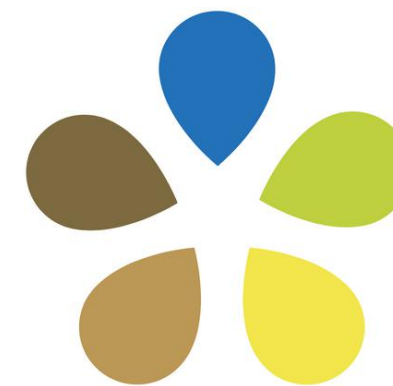
*Christ*  
Röntgenstrasse 2  
D-66763 Dillingen

Contact M. CHRIST Marco  
☎ : + 49 6831 500 750  
m.christ@christ-catering.de  
www.christ-catering.de



*Julien Cliquet*  
22, rue de l'industrie  
L-8399 Windhof

Contact M. CLIQUET Julien  
☎ : +352 621 257 881  
julien@juliencliquet.lu  
www.juliencliquet.com



*Zandbergen Eventcatering*  
12a, Rue des Caves  
L-5780 Grevenmacher

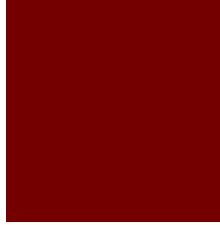
Contact  
M. ZANDBERGENO Marco  
☎ : +352 20 20 23 43  
marco@hotelnittelerhof.eu  
www.zandbergen.catering

External caterer's fork fee: 20€/person  
Subject to validation of the caterer



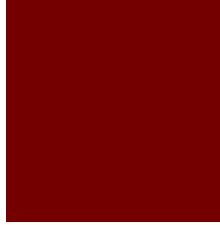






By *MC*  
MARCOTULLIO RÉCEPTIONS  
LUXEMBOURG







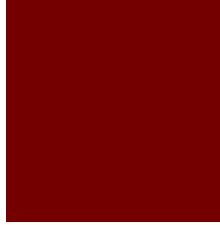




christ  
PARTY & CATERING







**Zandbergen Eventcatering**



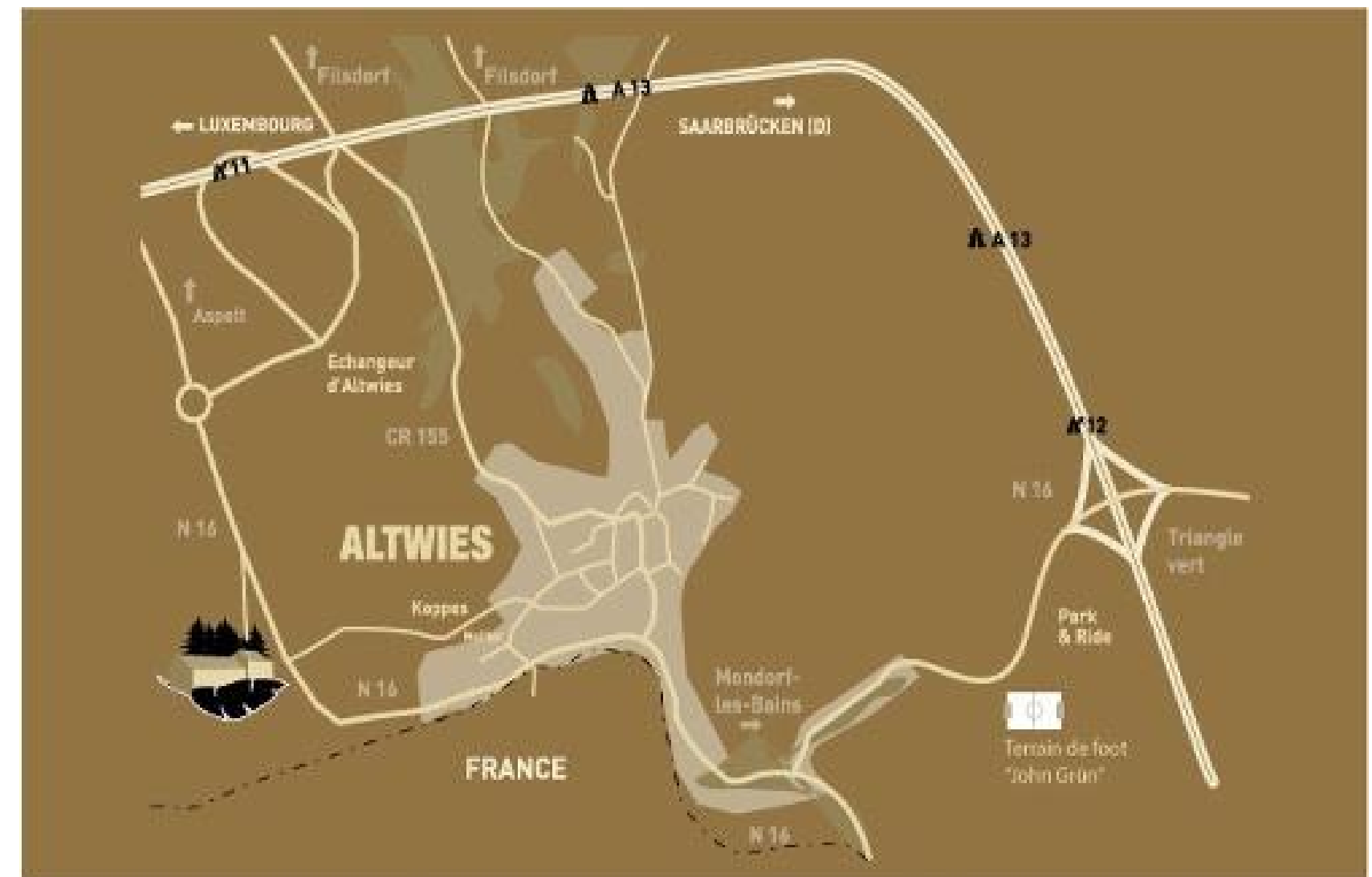


# *How to find us*

« Le Moulin »  
Route du Luxembourg  
L – 5670 Altwies

Phone number : + 352 40 62 71

To find us more easily insert  
"Heinrichsmillen" in your GPS.







# *Payment*

## **Non-Luxembourg residents:**

Payment is to be made exclusively in euros by bank transfer to one of the 3 accounts shown on the invoice which will be sent when the reservation for the Moulin is confirmed.

The payment of the services is spread out as follows

- First instalment of the total amount of the rental price of the Mill on presentation of the invoice when the contract is signed.
- Remaining amount to be paid in full 7 days before the wedding.
- Balance of the total amount on presentation of the invoice following the event, in case of supplement. The client will be responsible for the payment of all expenses not related to the contract (overtime, additional consumption, costs caused by damage resulting from the client's action,...) incurred by him or his guests. At the end of the service, in the event of additional costs, New Spirit will calculate the price actually due and will send an invoice to the client mentioning this price.

In the absence of the single deposit, New Spirit can no longer guarantee the availability of the service providers (since New Spirit only makes firm reservations with its service providers after receipt and effective cashing of the first deposit) with whom the estimate has been calculated.

## **Luxembourg residents :**

Payment is to be made exclusively in euros by bank transfer to one of the 3 accounts shown on the invoice which will be sent when the reservation for the Moulin is confirmed.

The payment of the services is spread out as follows:

- First instalment of the total amount of the rental price of the Mill on presentation of the invoice when the contract is signed.
- Balance of the total amount on presentation of the invoice following the event. The client will be responsible for the payment of all expenses not related to the contract (overtime, additional consumption, costs caused by damage resulting from the client's action,...) incurred by him or his guests. At the end of the service, in the event of additional costs, New Spirit will calculate the price actually due and will send an invoice to the client mentioning this price.

In the absence of payment of the first or single deposit, New Spirit can no longer guarantee the availability of the service providers (since New Spirit only makes firm reservations with its service providers after receipt and effective cashing of the first deposit) with whom the estimate has been calculated.





# General conditions 1/3

## **Article 1. General informations :**

Unless otherwise stipulated by contract, the services or rentals entrusted to New Spirit Incentive & Events s.à.r.l - Le Moulin - Route de Luxembourg, L-5670, Altwies are subject to these general terms and conditions of sale, which take precedence over all conditions of purchase.

## **Article 2. Contract :**

Any firm order will result in the drawing up of a quotation and an order confirmation, which will set out the terms and conditions of the service and any other useful information for its proper execution. The order confirmation or the signed quotation together with the general terms and conditions of sale constitute the contract binding New Spirit to the customer whose identity is indicated on the quotation and/or the order confirmation. This contract shall come into force on the last date on which all of these documents are signed by the customer and by New Spirit. New Spirit shall have no obligation to the customer prior to this date.

Commitments made on behalf of New Spirit by our commercial staff are only binding on our company subject to written confirmation between the client and our company. A personalised estimate is required for each event, hire or service, and as such, the information contained in our brochures, catalogues or any other documents is not binding. New Spirit reserves the right to make any changes to the information provided in its documentation, websites, etc.

Any verbal request will be accompanied by an option on the service, an option that must be confirmed by the return of a copy of the order confirmation, with the customer's stamp and signature, accompanied by a deposit (in accordance with article 6), in order to be considered as a firm reservation. Only after receipt of the deposit will the reservation be firm and definitive.

## **Article 3. Site under video surveillance:**

The place called "Le Moulin d'Altwies" is placed under video surveillance for security reasons. For any information, please contact the manager of the company New Spirit, to whom you can also exercise your right of access, in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data.

## **Article 4. Prices:**

The prices are established exclusive of tax on the basis of the tariff in force on the day of submission of the offer, the taxes applicable are those in force on the date of invoicing.

The room rental rate is included from 9 am to 3 am.

Beyond that time, a supplement will be charged for the presence of the room manager (50€ HT/additional hour - the hours are counted as long as the room manager is obliged to stay and until he closes the Moulin d'Altwies). Drinks will be charged per consumption after 3am.

## **Article 5. Caterers:**

New Spirit works exclusively with its partner caterers (Le Grillon, Marcotullio, Paulus, Christ Party Services, Julien Cliquet and Marco Zandbergen). For any request for an external caterer, New Spirit reserves the right to accept or not the caterer. If accepted, a fork fee is applicable (20€/ht/person) and an appointment with the caterer in question will be imposed.

## **Article 6. Terms of payment :**

Payment shall be made exclusively in euros by bank transfer to one of the 3 accounts shown on the invoice.

Payment for services is staggered as follows (for Luxembourg residents):

vFirst deposit corresponding to the price of the rental of the Mill only, on presentation of the invoice when the rental contract is signed.

vFull payment of the total amount upon presentation of the invoice at the conclusion of the event.

The client will be responsible for the payment of all expenses not related to the contract (overtime, additional consumption, costs incurred by damage resulting from the client's action...) incurred by him or his guests. At the end of the service, in the event of additional costs, New Spirit will calculate the price actually due and will send an updated invoice to the client mentioning this price.

For non-Luxembourg residents, payment is made as follows

- First deposit corresponding to the price of the rental of the Mill only, on presentation of the invoice when the rental contract is signed.
- Payment of the remainder of the amount on presentation of the invoice 7 days before the event.
- Salary on invoice in the event of a supplement during the event.

In the absence of payment of the first or single deposit, New Spirit can no longer guarantee the availability of the participants (since New Spirit only makes firm reservations with its service provider(s) once the first deposit has been received and effectively cashed) with whom the estimate has been calculated. However, the client remains bound by the obligations subscribed to under the present contract, particularly with regard to the terms of payment (article 6) and the conditions of cancellation (article 7).

For any delay in payment, and after formal notice by registered letter, the amount of the invoice will be increased by a fixed indemnity equal to 10% of the unpaid amount including VAT.

## **Article 7. Cancellation :**

New Spirit reserves the right to cancel a service and terminate the contract in the event of force majeure (accident, fire, bad weather, strikes, riots, crisis situation, etc.). In this case, the deposit already paid shall be retained and shall not be refunded.





# General conditions 2/3

If the event is cancelled for governmental reasons, a rescheduling of the date will first be proposed within the same year. If this option is not suitable, the deposit will be refunded minus a handling fee of €500 excluding VAT.

The client who wishes to cancel his event at the Moulin will have to pay the following cancellation fees:

- 500€ (excl. VAT) administration fee if the booking is cancelled after the deposit invoice has been paid.
- 30% of the total amount excluding VAT if the reservation is cancelled 3 months before the date of the event.
- 50% of the total amount excluding VAT if the reservation is cancelled 2 months before the date of the event.
- 75% of the total amount excluding VAT if the reservation is cancelled 1 month before the date of the event
- 100% of the total amount excluding VAT if the reservation is cancelled 10 days before the date of the event

For all events taking place during the high season, i.e. between 15 May and 1 October, if the client decides to cancel the event, the conditions will be as follows

- The deposit paid will not be refunded due to the high season.
- 30% of the total amount excluding VAT if the reservation is cancelled 5 months before the date of the event.
- 50% of the total amount excluding VAT if the reservation is cancelled 2 months before the date of the event.
- 75% of the total amount excluding VAT if the reservation is cancelled 1 month before the date of the event.
- 100% of the total amount excluding VAT if the reservation is cancelled 10 days before the event.

If the client wishes to postpone the date of the event, New Spirit will send an amendment to the contract to change the dates. The deposit already paid cannot be refunded and will be used to book the new date. The management fee for the new event will be 500€ht. If the client subsequently decides to cancel the event, for whatever reason, the terms of article 7 of the general conditions of the signed rental contract will apply.

## Article 8. Restrictions :

Any type of fireworks, firecrackers or lantern release is totally forbidden at the Moulin d'Altwies. Balloon releases are tolerated with the authorisation of the Luxembourg Civil Aviation Authority.

The Mill and its exterior must be returned in the same condition as it was rented. It is therefore forbidden to throw rubbish, cigarette butts or any other object that could pollute, except in the receptacles reserved for them.

It is also forbidden to use bengal fires in the hall. The use of confetti is forbidden in the hall as well as outside. If confetti is used, a cleaning surcharge of €100 excluding VAT will be charged.

Emergency exits and fire extinguishers must be easily accessible as well as clear roads for emergency vehicles in case of need.

## Article 9. Visits and appointments :

As part of the organisation of your event, you have the possibility of visiting the venue and making appointments on site. Only one appointment after 6.30 pm is accepted, the others will automatically have to be made during the opening hours, i.e.: 9am - 12.30pm // 1.30pm - 6pm.

For any visit outside these hours, a supplement of 40€ht/hour will be charged.

## Article 10. Image rights

During events organised by New Spirit, at the Moulin d'Altwies or in another location, the agency reserves the right to take photos and videos for internet and external communication. Without explicit refusal, the client authorises the use and reproduction of the image in photographs and videos taken during the event by New Spirit.

The objectives and media are as follows: to illustrate communication actions, websites, multimedia animations, paper editions, press or advertising campaigns, or any other form of communication, without compensation or time limit. The shots taken concern all of the people present at this event, the choice of the people in the images is totally fortuitous.

## Article 10. Damage / liability :

For any event outside the Moulin d'Altwies, the client must ensure that the electrical installations, the premises, the interior and exterior spaces comply with the regulations in force or have obtained the legal authorisations for use on the date of the event.

Any damage to New Spirit's equipment resulting from the client's failure to comply with these regulations and authorisations shall be charged to the client. The client is required, when booking the service, to inform New Spirit of the various technical constraints linked to the venue (vehicle access, water point, stairs, etc.) so that all these elements can be taken into account when drawing up the acceptance form.

When the client undertakes by contract to make personnel available during the event for the assembly, supervision and dismantling of New Spirit's equipment, it must ensure that these contractual commitments are met. If this is not the case, New Spirit reserves the right to increase the amount of its service. When hiring equipment alone, the customer will be given recommendations for the use of the equipment and must sign a document attesting to their knowledge of these documents, also committing them to respecting the regulations in force concerning the use of this equipment, thus releasing New Spirit from all responsibility.


In the event of an incident for which New Spirit is responsible and which disrupts the technical progress of the event, the customer agrees that, whatever the grounds for its claim, the possible liability of New Spirit, by reason of the performance of the obligations arising from the present contract, will be limited to an amount not exceeding the total sum actually paid by the customer for the service provided.

The costs of repairing and replacing furniture, materials, vehicles or other objects which have been damaged during an event by the client will be invoiced to the client by New Spirit.

The costs of restoration resulting from damage caused by the client in its capacity as organiser or by persons participating in its event to the equipment installed by New Spirit will be charged to the client. Any customer using New Spirit equipment must be covered by their own personal insurance. New Spirit disclaims all responsibility and will not be held liable in the event of an accident or damage to equipment.

The client undertakes to pay the cost of repairing and/or buying back any equipment damaged during the event (for example, 115€ht for a chair cover).





# *General conditions 3/3*

**Article 11. Insurances :**

New Spirit declares that it is insured for its professional civil liability with a reputable and solvent company for all material and immaterial damage resulting from the execution of the service by its personnel.

**Article 12. Applicable duties :**

This contract is governed by Luxembourg law. In the event of a dispute over its interpretation or execution, the Luxembourg courts shall have exclusive jurisdiction. This attribution of competence also applies to summary proceedings.

**Article 13. Modification of the general conditions :**

New Spirit reserves the right to modify the articles of the general conditions of sale at any time.

The new articles will be applicable to any new proposal or contract amendment issued after their implementation.





*Route de Luxembourg  
L-5670 Altwies T  
+352 40 62 71  
info@newspirit.lu  
www.lemoulin.lu*

