Terms and Conditions for the Guesthouse of the Max Planck Institute for Social Anthropology

Valid as of: July 2026

1. Preamble

The Terms of Service apply to the booking and use of the apartments of the guesthouse of the Max Planck Institute for Social Anthropology, Halle/Saale (hereafter MPI-ETFO).

2. Booking

With the booking request of the guest and the subsequent confirmation of the reservation by the Max Planck Institute for Social Anthropology, an accommodation contract is created. The subject of the agreement is the rental of a guesthouse apartment for accommodation and all other services and deliveries provided by the Institute in connection with this.

Booking requests may be made verbally (including by telephone) or in written form (including by e-mail). The request should include the number of guests and their full names.

A confirmation of the reservation is provided as a rule in written form (this may be by e-mail). Binding reservations can only be made by persons who have been empowered by the MPI to make reservations.

If a third party books an apartment on behalf of the guest, this party is jointly liable with the guest for all obligations arising from this.

3. Contractual Obligations of the Host Institute

With the confirmation of the reservation, the MPI-ETFO commits to holding the booked apartment available for use by the guest.

The booked services encompass the following:

- Apartment with a bath or shower/toilet, TV, telephone, desk, computer, WLAN, in some cases with balcony or patio
- Depending on the category of room booked, an in-unit kitchen (including a stove, oven, dishwasher, refrigerator) or the right to use the shared kitchen on the ground floor
- Utilities (electricity and gas use, fees for water, wastewater, garbage removal, and TV)
- Laundry service (fresh bed linens and towels upon arrival and weekly changes)
- Weekly apartment cleaning and final cleaning at departure
- Building maintenance service
- Use of washing machine and dryer in basement

The use of a parking space/underground car park is not part of the price of the apartment; if applicable, it will be billed separately. An agreement must be concluded with the MPI before using Institute parking.

The lodging tax of the city of Halle/Saale is likewise not included in the apartment price. If applicable, it will be listed separately on the bill.

The apartment rental does not include provision of meals.

The guest is not entitled to accommodation in a specific apartment unit. The MPI-ETFO reserves the right to change the booking to a different, equivalently furnished apartment.

4. Obligations of the Guest

By reserving an apartment the guest accepts the Terms and Conditions for the rental as well as the Guesthouse Rules.

Changes to the number of guests or the persons staying are to be communicated in advance to the Institute administration and must be approved by the MPI-ETFO.

The guest is obligated to pay the agreed-upon rental price within 14 days of receiving the bill. If the guest receives a salary or scholarship from the Institute, it is also possible to deduct the price from the salary or scholarship.

If payment is not received on time, the MPI-ETFO can charge late-payment interest in accordance with the applicable legal provisions.

If the guest has grounds for complaint about any of the provided services, they must report this to the MPI-ETFO immediately. If deficiencies are not reported promptly, the guest forfeits any entitlement to rectification or price reduction.

If the guest has registered their residence with the city using the address of the guesthouse, they must deregister the residence promptly at the end of their stay.

5. Arrival and Departure Times

The booked apartment is available starting at 14:00 on the day of arrival and until 10:00 on the day of departure.

The MPI can charge 100% of the full list price for use of the apartment beyond this time frame. Arrangements that deviate from this policy must be explicitly agreed-upon.

6. Cancellation by the MPI-ETFO

The MPI-ETFO may only withdraw from the contract for an objectively justified reason. Such a reason exists in particular if:

1. Force majeure or other circumstances beyond the control of the MPI-ETFO make it impossible to fulfil the contract;
2. The MPI-ETFO has reasonable grounds to believe that the use of the services by the guest could endanger the trouble-free operation, the safety, or the public reputation of the host Institute; or
3. The guest provides misleading or false details about themselves or other material facts.

In case of a justified cancellation of the reservation by the host, the guest has no entitlement to claim compensation for damages.

7. Prices

The prices for the apartments are listed in the current price list. They are valid for single occupancy of the apartment and include all of the services listed under §3 para. 2.

Double occupancy or provision of additional beds is possible upon request for an additional charge (see price list).

8. Cancellation Policy and Fees for Guests

The MPI allows the guest to withdraw from the agreement at any time subject to the following cancellation fees:

- up to 30 days before arrival: no cancellation fee
- 29 to 21 days before arrival: 50% of the accommodation price,
- 20 to 4 days before arrival: 60% of the accommodation price,
- 3 days or fewer before arrival: 70% of the accommodation price,

and in case of non-appearance on the day of arrival 100% of the accommodation price.

The same notification periods and cancellation fees also apply in case of departure prior to the scheduled end of the stay.

9. Liability

No liability is assumed for the loss or damage of items brought by the guest, unless the MPI or its agents can be demonstrated to have acted with gross negligence or wilful intent.

The guest assumes liability for any damages they cause in the guesthouse. They must report such damages to the MPI immediately. Furthermore, the guest is liable for any loss in rental income resulting from improper use of the apartment or breach of the guesthouse regulations (e.g., violation of the no-smoking policy). If there are damages to the apartment at the time of arrival, they are to be reported to the MPI-ETFO immediately.

The MPI-ETFO keeps items left behind by the guest for 4 weeks; it is not liable for damage or loss of found items. The guest has the right to ask for the return of their property. If the guest wishes found items to be mailed to them, the guest must pay the shipping costs. After the period of four weeks has elapsed, the MPI-ETFO has the right to destroy the items or sell them to third parties. In the case of sold items, the MPI is obligated to pay the guest amount of the proceeds from the sale minus any expenses incurred to the MPI, provided that the guest proves beyond doubt their ownership of the items that were sold.

10. Final Provisions

The Terms and Conditions enter into force on 1 July 2026. They can be altered by the MPI at any time without advance notice.

The place of jurisdiction is Halle/Saale.