

FAQ

SPA Summerparty 2025



TIMING & SCOPE

What are we doing?

THURSDAY 25.09.2025

Individual arrival

Afternoon: program - details will follow until end of August

Evening: Dinner & Party at a nice location (*near to the Hotel*)

FRIDAY 26.09.2025

Departures, normal working day

When do I need to arrive?

As we are planning for an afternoon activity please arrive latest at 2pm at the office or hotel.

Do I need to take a vacation day for the Sep 25th?

No, you don't need to take one.

If I am not coming to the event do I have the day off or do I have to work?

If you are not coming to the party, September 25th is a normal working day for you.

What about Friday after the party?

Friday is a regular working day. What does that mean? We are aware that an after-party working day will be slightly different than a normal working day. Therefore, please agree in advance within the team how you can distribute the work on Friday sensibly and fairly. For example, are there team members who are directly available for customers in the morning and can provide initial support, while the other colleagues begin at a later time. In general, we strive to provide flexibility while sticking to core working hours. These varies by department. So, please align on an approach that balances the needs of the business and your needs on Friday.

Travel time is working time.

What kind of program are we going to expect during the afternoon of Thursday, 25th September?

It depends on the final number of participants. We will share the final program within August after everybody filled out the registration form.

I already voted that I come / can't come to the party but now changed my mind. Who should I contact?

Please contact: support@spa-summerparty.com

Can I bring my partner or a former SPA employee to the party?

The party is only for active SPA employees. Colleagues that start until the date of the party, are being invited too.

Are Freelancers/B2B staff invited?

Freelancers/B2B are invited, because they are part of the team. They as well received the link to vote for their participation in the party. External service providers are not invited.

HOTEL & TRAVEL

When can I check in to the hotel?

The guaranteed check-in time is 4pm. We will try to arrange complimentary earlier check in for early arrivals but can't make any promises. In case you are not able to check in up on arrival there will be a space to store your luggage.

I asked for a hotel room in Hamburg. Is the hotel near the location or do I need a ride after the party?

The location is in the central part of Hamburg and well connected. We will communicate the address of our final location within the next weeks.

Where is the location and is it well connected to public transportation?

The location is in the central part of Hamburg and well connected. We will communicate the address of our final location within the next weeks.

How do I get back home?

In general, we trust that you know how to get home, as the location is well connected. We ask people who live within Hamburg to take public transport (bus, metro, MOIA etc., taxi in exceptions) to get home - the rule of thumb for those who live further away is if the taxi would be more than 150€ you are eligible for a hotel room.

As we have the party on a Thursday evening, public transport is limited to night buses/MOIA/Sammeltaxi etc. between 00:30 and 4:00.

I want to travel earlier to Hamburg/stay longer/want a special travel connection. Who should I contact?

Please use the form www.SPA-Summerparty.com to submit your requirements or contact our support team: support@spa-summerparty.com

Note: an earlier arrival must be coordinated with your lead.

Can I extend my stay to have a long weekend in Hamburg?

Sure, you can stay at your own cost and self-organized for the weekend, just let the organization team know when you need travel.

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COST & RECEIPTS

Do I have to make a rexx application for the SPA Party?

No, just use the form www.SPA-Summerparty.com to confirm your attendance.

How are costs for travel and hotel handled from a budget perspective?

The organizing team collects needs for travel (train etc.) and hotel accommodation. If you submitted your needs [through this avenue](#) and it is approved by your lead, then the company pays for the travel to and from Hamburg and the party night from a central cost account.

If you plan to arrive earlier, the extra cost for accommodation is then derived from the central department budgets (T&E budget).

Where and how can I hand in my receipts for transportation?

If you travel by yourself up to €100 will be refunded.

Hand in your receipt via [Payhawk](#)

Important: collect ALL receipts and hand them in in one go after the party. Important: For invoices please regard the:

<https://sportalliance.atlassian.net/wiki/spaces/FIN/pages/2940567764>

LOCATION & FACILITIES

Where can I work while in Hamburg?

Please book a desk via Flexopus for your stay in Hamburg.

I am coming by car. Where can I park?

We only have three parking lots for the Hamburg office. They are bookable via [Flexopus](#)

Other options are: [Q-Park](#). If you choose Q-Park, you have to pay by yourself.