

Welcome to the National Museum of Science and Technology: Events & Conferences

We offer conference rooms and as well as a wide range of inspiring activities. In our venue you can have a seated dinner, a mingle in our exhibitions, or experience an inspiring guided tour, or why not team up for a challenge? Below you will find useful information to aid in your event to make it as successful as possible. The National Museum of Science and Technology is hereinafter referred to as “the museum” and renter is hereinafter referred to as the “client”.

GENERAL INFORMATION

Storing goods before and after an event

The client may to send goods for storage prior to an event upon a fee. The museum may return shipping to the client after the event upon a fee. The museum does not cover insurance for any damage or loss of stored goods.

Waste management

No bulky waste such as packaging, carbon boxes or wood boards are to be left in the venue after the event.

Fire regulation

Emergency exits, and fire extinguishers are not to be blocked. The venue is equipped with a state of the art fire alarm system with a direct link to the Fire Department. Smoke machines or similar devices are not allowed in the venue, neither are live candles due to highly sensitive heat and smoke detectors. In case the detectors are activated due to the usage of prohibited equipment such as above mentioned, the client will be charged for the emergency evacuation and for the Fire Department coming out to the venue.

Decor

All decor the client wishes to use must be fire proof. A specification of the décor, as well as a certificate that confirms the fire proof classification, must be provided to the museum at least two weeks prior to the event date. A description of sound, lights and stage shall also be provided to the museum.

Damages

In the event of damages, all repairs will be charged to the client. In case of repairs the museum reserves the right to hire professionals to perform the repairs. Upon client’s request, common inspection can be made before, and after an event.

Entrances

There are three possible entrances to use for an event. The museum main entrance, the entrance to our restaurant Tekniska by Pontus, and Gula entrén (“The Yellow Entrance”) opposite Riksidrottsmuseet.

Activities

In case of booked activities at the museum, please be advised by separate regulations for each specific activity.

BOOKING REGULATIONS OCH PAYMENT CONDITIONS

1. Intermediation and booking of external goods and services

1.1 In case of intermediation and booking of external goods, services and rental equipment, such as backline, sound technician, furniture, and or wardrobe, the museum will charge a 20% handling fee of the value of the services rendered.

2. Minimum number of guests outside museum opening hours

2.1 For events outside museum opening hours a minimum required attending guests is fifty (50). The museum will always charge the client a minimum of fifty (50) attending guests.

3. Conference room, furniture, tech, notebooks & pens, wardrobe and cleaning service

3.1 Basic rent includes client access to the conference room between the hours of 9 a.m. and 5 p.m. for daytime conferences, between 6 p.m. and 10 p.m. for evening conferences and events, or between 6 p.m. and 2 a.m. unless something else is specified in the actual booking confirmation. If the client wishes access to the conference room earlier and/or later than above specified, for rigging, load in, load out or to extend an evening event, it must be coordinated with the museum and specified in the original offer. Access to the conference room on other than the specified hours above may include additional costs such as additional rent and museum staff. Any additional cost outside basic rent will be specified in the offer.

3.2 Basic rent includes original furnishing specified to each individual conference room, according to specification, existing furniture of specified type for a specified maximum number of people, as well as basic

backline, whiteboard, and flipboard. Basic rent also includes start up assistance from museum staff from 9 a.m. Any start up requests before 9 a.m. or assistance from museum sound technician during part of, or the entire engagement, the request must have been notified to the museum in connection with original booking and included in the offer from the museum.

3.3 Please carefully view the technical specification for each individual conference room provided by the museum. Any backline requests that exceeds existing backline must be notified upon booking. The client may bring its own technical supplier to meet the backline request after consulting with the museum. Or, for an additional fee, the museum will provide external backline through an outside supplier, in accordance with the client request.

Please note that the museum cannot guarantee technical support during an event beyond the original agreement between the museum and the client.

3.4 Rental of furniture to replace and/or complement existing furniture in the conference rooms to meet with customized client specifications, will be billed to the client in accordance with museum offer.

3.5 To meet our sustainability policy we will not provide notebooks and pens as a standard in our conference rooms. But if upon request the museum will provide above upon a surcharge. Please notify such a request when booking the conference room.

3.6 The museum has an unmanned/unattended wardrobe as well as lockable lockers for 10SEK per locker (a ten Swedish coin in deposit is needed to withdraw key). In addition, the museum has mobile wardrobe solutions for unmanned wardrobe for a group up to 250 attendees. For a group beyond 250 attendees wishing a mobile solution, or wishes a manned/attended wardrobe, the museum will bring in an external supplier for this service at an additional cost.

3.7 Regular cleaning of the conference room is included in the basic rent of the room. If any extra cleaning is necessary after the event due to the engagement, the client will be billed for the extra cleaning.

4. Security Guards

The museum does not provide security guards, yet the museum reserves the right to consider the possible need of security guards in connection to an event, based on size and character of an event. If so, the costs will be charged to the client.

5. Food & beverages

Food and beverages are served by the museum restaurant, Tekniska by Pontus. Besides food and beverages, staff, table cloths, napkins, drinking glasses, and porcelain are included in the offer, as well as existing furniture, unless otherwise specified. Booked events that include food and beverages in museum exhibitions, additional costs for furniture, backline, staff and other, may apply since that particular engagement is customized.

6. Serving licenses

Our restaurant, Tekniska by Pontus, has a serving license up until 1 a.m. For events running later than 1 a.m., an application must be submitted at least 15 days prior to the engagement. The fee, equivalent to 3 500 SEK + VAT (includes license fee and staffing), will be billed to the client.

7. Booking food & beverages, and number of attendees

When booking, always give a preliminary number of expected attendees of the engagement.

Number of attendees and choice of menu must be confirmed to the museum no later than two (2) weeks prior to the engagement.

Any reduction in number of attendees up to 10% must be notified to the museum up until eight (8) days before the engagement without charge. Any reduction seven (7) days or closer to the engagement will be charged 100 %.

Any increase of number of attendees up to 10% seven (7) days or more, prior to the engagement is workable. Any increase of attendees six (6) days or closer to the engagement must be made in dialogue and in approval with our restaurant, Tekniska by Pontus.

Any special diets must be confirmed no later than one (1) week prior to the engagement.

8. Cancellation of food & beverages

Food & beverages may be cancelled up until 15 (fifteen) days prior to the engagement at no cost for the client. Cancellation of food & beverages 14 (fourteen) days or closer to the day of engagement, 100% of the cost will be billed.

9. Booking of conference rooms

Conference rooms can be tentatively held for a maximum of one (1) week prior to confirmation, unless otherwise specified with the museum.

10. Conference room cancellation and additional services

Upon cancellation of a conference room and/or other services up to two (2) months prior to the engagement, 50% of the total cost will be charged.

Upon cancellation of a conference room and/or other services at least one (1) month prior to the engagement, 75% of the total cost will be charged.

Upon cancellation of a conference room and/or other services later than one (1) month prior to the engagement, 100% of the total cost will be charged.

11. Payment conditions

Net 20 (days)

The museum reserves the right to invoice larger size events in advance.

12. Force majeure

Strike, lockout, fire, explosion, war or similar to, state of war, resulting in essential restrictions in deliveries or other circumstances outside museum control, the museum reserves the right to cancel the agreement

and the museum shall have no liability to client in connection therewith.

13. Other

Unless otherwise agreed, we apply Visita's general terms and conditions for conferences and other arrangements. Please view www.visita.se for details.