

## Information and conditions for events at the Nobel Prize Museum

Welcome to the Nobel Prize laureates very own museum. In a truly unique environment, you can combine inspirational experiences with good food and beverages.



Photo: Clément Morin

### General

Being a museum, Nobel Prize Museum is not rented out for events that require extensive on-site rigging or dancing. Since the museum must be considerate of other tenants and is located in a residential area, playing excessively loud music during an event is not allowed. The music must always be approved by Nobel Prize Museum's event department. The museum's interior or exterior may not be changed in any way during an event. Any rigging must always be approved by the Museum's Event Department. See more information under entertainment /technical equipment.

### The space

During events, with or without refreshments, the client is renting the entire museum. Because of this, Nobel Prize Museum charges a baseline cost, or "arrangement cost". It includes exclusive access to the museum space, entrance fee, a guided tour, staff, the museum shop



being open during a certain period in the evening and cleaning. Nobel Prize Museum cannot be rented for parties only. Instead the arrangements always include a guided tour or other knowledge-sharing activity. The museum space is suitable for many conceivable kinds of arrangements. Contact the event department to see how your event can be carried out in the best possible way.

#### Booking of events

To book Nobel Prize Museum, please contact the event department at [event.nobelprizemuseum@nobelprize.org](mailto:event.nobelprizemuseum@nobelprize.org). You are welcome to make an appointment for a client on-site visit in connection with your booking, in order to see what possibilities there are for your particular event.

Days not available for booking: New Year's Day, Epiphany, Good Friday, Easter Monday, May 1, Ascension Day, Whitsun Eve, Whitsunday, Swedish National Day, Midsummer Eve, Midsummer Day, 1st -31st July, All Saints' Day, Christmas Eve, Christmas Day, Boxing Day and New Year's Eve.

#### Arrival and departure times

Groups are welcome to arrive earliest from one hour after the museums closing hour throughout the year. Fridays are not open for event bookings. The end time of the event can be no later than 11PM.

#### Cloakroom

Nobel Prize Museum has an unstaffed cloakroom with hangers and some lockable cabinets. A staffed cloakroom with garment rails, hangers and numbered discs can be rented for an extra cloakroom fee of SEK 400 per hour.

#### Cancellation rules

Cancellations must be made in writing to [event.nobelprizemuseum@nobelprize.org](mailto:event.nobelprizemuseum@nobelprize.org). Cancellation rules are always enclosed with your confirmation. The following cancellation rules apply to events with refreshments.

➔ *An event booked 1 year before the event date may be cancelled by the client up to 6 months before the event date at no additional cost.*

- If cancelled later than 4 months before the event date, the client will be charged 50% of the arrangement cost / tour cost.

- If cancelled later than 30 days before the event date, the client will be charged 100% of the arrangement cost / tour cost.

- If cancelled later than 14 days before the event date, the customer will be charged the entire arrangement cost / tour cost plus 100% of the cost of food and beverages.

➔ *An event booked less than a 1 year before the event date may be cancelled by the client up to 4 months before the event date at no additional cost.*



- If cancelled later than 3 months before the event date, the client will be charged 50% of the arrangement cost / tour cost.
- If cancelled later than 30 days before the event date, the client will be charged 100% of the arrangement cost / tour cost.
- If cancelled later than 14 days before the event date, the customer will be charged the entire arrangement cost / tour cost plus 100% of the cost of food and beverages.

## Refreshments

All food and beverages are ordered through Nobel Prize Museum's restaurant, Bistro Nobel.

For evening events such as sit-down dinners, cocktail parties or stand-up receptions the museum will accommodate 25 guests or more.

### Placement of orders

All food and beverages must be ordered in advance and confirmed by the client no later than 30 business days before the event date. The following guidelines are applicable at placements of orders:

- When ordering in advance, the client states the number of drinking glasses per person included in the order.
- When wine is ordered, the client will be invoiced for the number of open bottles used during the event.
- If the group that is booked decreases in size after placing the order, the client will be charged for the number of servings that will not be used (food).
- If the group that is booked decreases in size later than 3 days before the event date, the client will be charged for the number of beverage servings that will not be used (wine), estimated on the basis of the number of glasses per person the client has ordered.

If the client has special dietary or allergy-related requests, the client must state this no later than 14 business days prior to the event date.

For groups up to 100 people, the tables, chairs, tableware and linens are included. For groups of more than 100 people, a charge for tables, chairs, tableware, linens etc. is added.

To achieve a correct price quote for your event, please contact the event department. We accept requests up to 4 weeks before the event date.

### Table settings

Dinner tables are set including chocolate Nobel medals. The placing of tables we plan together with the client. At the client's request, a table diagram can be sent to the client.

Table settings do not include flowers. Clients who would like flowers can arrange this themselves or order flowers through the Museum. Please contact the event department for a price quote no later than 2 weeks before the event date.

NOBEL PRIZE MUSEUM, Stortorget 2, Gamla Stan, Stockholm.

Tel: + 46 8 534 818 39

E-post: [event.nobelprizemuseum@nobelprize.org](mailto:event.nobelprizemuseum@nobelprize.org)



Nobel Prize Museum may provide printed dinner menus upon request to an additional fee of 10 SEK per person. Seating cards or pre-printed programmes is arranged by each individual client. Please observe that the Nobel medal or the Nobel Museum's logo may not be used.

#### Rules of conduct

Alcoholic beverages may not be carried outside the museum, either out on Stortorget square or in the rear courtyard next to Stockholm Cathedral (Storkyrkan), unless a special serving licence has been applied for by Nobel Prize Museum at the request of the client.

Food and beverages may be consumed in all areas of the museum except the temporary exhibition. Beverages and light food may not be carried around during guided tours.

## Technical equipment/Entertainment

If the event requires technical equipment, this must be ordered by the client well in advance, but no later than 2 weeks before the event date. The Nobel Prize Museum offers two different package solutions for technology, the small package SEK 6,000 plus VAT and the large package SEK 10,000 plus VAT. Fee for technician up to four hours, stage and microphones are included in both packages. When booking, the customer sends a complete list of the required technology together with a schedule or program, which is then approved by the Nobel Prize Museum.

If the event requires additional technical equipment, this is rented via the Nobel Prize Museum, at the customer's own expense. Contact the event department for further questions and a quote.

If the client would like music during the event, the client must book this independently. If the client has booked musicians, the client shall establish contact between Nobel Prize Museum and the musicians. When planning events with music, a site visit is recommended by the band contact well in advance of the event date. Please book a meeting with the event Department for this purpose. The client and the musicians will be responsible for transporting the proper technical equipment to Nobel Prize Museum and removing the equipment after the event.

#### Rigging and removal

Rigging of technology and equipment is allowed starting at the earliest one hour before the Museums closing hours.

Rigging should be done in a way that is respectful of Nobel Prize Museum's visitors and is not disruptive. If more time is required, this must be approved by the museum no later than 7 days before the event date. All equipment and other event materials shall be hauled away immediately after the event is over or as agreed with Nobel Prize Museum's event department. Roll-ups are allowed in the museum, not outside.

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#### Rehearsals and sound checks

Rehearsals and sound checks may generally not occur during the museum's regular opening hours. Rehearsals and sound checks should be kept short. Otherwise as agreed with Nobel Prize Museum's Event Department.

### Gifts and presents

Presents and gifts from Nobel Prize Museum's product catalogue (which is sent to the client upon booking) shall be ordered in advance, no later than 5 business days before the event date. The costs of these goods shall be paid by the client as part of the overall invoice for the event. Wrapping of goods is included in their price.

### Haulage and delivery address

Haulage and deliveries of client material (for example, folders and roll-ups), technical equipment etc. shall be coordinated with the event department. Deliveries to Nobel Prize Museum should occur no later than the same morning as the event date. Pick-ups from Nobel Prize Museum should preferably occur the same evening or the following morning, or as agreed with the event department. Information about haulage and deliveries must be stated in the booking no later than 7 days before the event date. For information about the delivery address and procedures, please contact the event department.

### Getting to Nobel Prize Museum

See the museum's website [www.nobelprizemuseum.se](http://www.nobelprizemuseum.se) for more information about what buses and Stockholm Metro lines are closest.

#### Street address

Nobel Prize Museum, Main Entrance, Stortorget 2, Old Town (Gamla Stan), Stockholm. At the rear of the building, towards the courtyard facing Stockholm Cathedral (Storkyrkan) is the rear entrance (entrance for disabled visitors) of the museum.

#### Parking for cars and buses

Nobel Prize Museum has no parking spaces. The client must use the existing parking spaces in the Old Town. Buses must use the existing spaces for bus traffic in the Old Town and vicinity.

#### Taxi or rented buses

Neither buses nor taxis are allowed to drive up to the main entrance of the museum. These restrictions do not apply to disabled visitors. Taxis may stop at Slottsbacken 2, about a minute's walk from the entrance to the museum.

### Submitting client materials for approval

The client's own materials, for example presentations, videos, music, roll-ups or printed menus, must be approved by Nobel Prize Museum no later than one week before the event date. In case this rule is violated, Nobel Prize Museum has the right to immediately ban the material from being used and displayed during the evening.

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Nobel Prize Museum's logo, or trademarked images such as the Nobel medal, may not be used in any way in any client material. In case of infringement, Nobel Prize Museum has the right to delete or remove the material immediately while the event is under way.

## Client responsibilities

The client is responsible for:

- Ensuring that regulations, restrictions and other instructions received from Nobel Prize Museum are followed and complied with.
- Ensuring that Nobel Prize Museum's conditions and rules are passed on to sub-contractors used by the client.
- Ensuring that the instructions of museum staff are followed in case of evacuation.
- Appointing a person in charge who will be available on-site throughout the event, and informing the museum's event department of that person's name and telephone number. This information must be provided no later than one day before the event date.
- Providing Nobel Prize Museum with the information described above well in advance to enable the event to be carried out.
- Providing Nobel Prize Museum with client material (digitally, for example presentations, videos etc. and any roll-ups, menus etc.) in time and according to the rules stated above and receiving the approval of Nobel Prize Museum to use them.

Nobel Prize Museum is not responsible for property that has been left on site after the end of the rental period. Damage caused by the client, client staff, assistants, suppliers, guests etc. must be paid for by the client.

## Right to change prices

We reserve the right to make changes in the applicable prices.