

## Event information and booking conditions Nobel Prize Museum

Welcome to the Nobel Prize laureates very own museum, truly unique  
and filled with inspirational experiences.



The Nobel Prize Museum is located in the old stock exchange building in the heart of Gamla Stan - a historic neighbourhood. The museum combines history and modernity, offering an open and spacious floor plan with high ceilings.

The museum is available for event bookings outside regular opening hours and can accommodate up to around 300 people standing. It is possible to book daytime events only on Mondays as the museum is otherwise open to the public.

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

+ 46 8 534 818 39, [event.nobelprizemuseum@nobelprize.org](mailto:event.nobelprizemuseum@nobelprize.org)

4 February 2025

## This is included in your booking

For events, with or without refreshments, the client subscribes to the entire Nobel Prize Museum. For this reason, the museum charges a basic cost, known as the arrangement cost. This includes exclusive access to the museum's premises, staff manning the entrance, catering staff and cleaning.

The arrangement cost also includes access to the museum's in-built sound system for background music and short information announcements via microphone. See our two technology packages to book additional technology for speeches and stage programmes.

When booking an event, access to the museum's existing furniture such as tables, chairs, tableware, glasses and a small number of standing tables is also included. Please note that there is a limited supply of furniture and tableware during spring 2025 when the bistro is closed.

The arrangement cost also includes a guided tour or other knowledge-bearing activity.

It is also included that the museum's shop is open for part of the evening. You can also pre order gifts from the store at least 7 days before the event.

If the client would like to include a guided tour or keep the store open, this needs to be agreed beforehand to ensure that staff are available.

## Food and drinks

The museum will be closed between 7 January and 15 February 2025, this is due to water damage. Following this the museum bistro and kitchen will be closed preliminary until June 2025.

During this period our event venue has limited capacity to cater for events that require refreshments. Contact us to see how we can help you organize the best possible event, based on your needs and wishes.

All food and beverage must be ordered through the Nobel Prize Museum's Bistro and must be pre-ordered and confirmed by the customer at least 30 working days before the booked event date.

## General rules of conduct

The Nobel Prize Museum is a museum open to the public and as such all rigging must be coordinated with the museum's event team to ensure that the requested set-up is possible.

# NOBEL PRIZE MUSEUM

As the Nobel Prize Museum is located in a residential area and in a building with other tenants, sound levels need to be respected inside and around the museum. The exterior of the museum must not be altered in any way and the interior of the museum may only be changed when it comes to agreed furniture and rigging. See more information below, under technology.

If the event exceeds the agreed finishing time, an additional charge of 15% of the arrangement cost (excluding VAT) will apply for each hour beyond the scheduled end time. The latest possible end time is 23:00.

## Book event

To book the Nobel Prize Museum, send an email to [event.nobelprizemuseum@nobelprize.org](mailto:event.nobelprizemuseum@nobelprize.org). Make sure that your booking request contains information regarding number of guests, desired start and end time, a description of the event program as well as your invoice address. Bookings are confirmed by the event team with a pdf booking confirmation stating the specifics agreed.

The following days are **not** possible to book events: **January 7<sup>th</sup> – February 14<sup>th</sup>**, 2025

Friday evenings, New Year's Day, Epiphany, Good Friday, Easter Monday, May Day, Ascension Day, Pentecost, Whitsun, National Day, Midsummer Eve, Midsummer Day, July 1-31, All Saints' Day, Christmas Eve, Christmas Day, Boxing Day, and New Year's Eve.

You are welcome to book a site visit, so we can show you what opportunities are available.

## Cancellation policy

Cancellation must be made via email to [event.nobelprizemuseum@nobelprize.org](mailto:event.nobelprizemuseum@nobelprize.org). Cancellation rules are always attached to the booking confirmation. The following cancellation policy applies to events with refreshments.

- Events booked 1 year or more prior to the event date can be canceled by the client up to 6 months before the booked date at no extra cost. If canceled later than 6 months before the event date, the customer will be charged 50% of the event cost.

- Events booked less than 1 year prior to the event date can be canceled by the client up to 4 months before the booked date at no extra cost. If canceled later than 4 months before the booked date, the customer will be charged 50% of the event cost.

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- If canceled later than 30 days before the booked date, the customer will be charged 100% of the event cost.

- If canceled later than 14 days before the booked date, the customer will be charged the full event cost and 100% of the cost of food and beverage.

## Terms of payment

For all bookings, both national and international, the Nobel Prize Museum will invoice the total cost of the event. **Please note** that Nobel Prize Museum does not pay commission to event agencies.

The final invoice is sent after the event with a due date of 30 days. Interest on late payments is charged in accordance with the Swedish Interest Act. If a reminder letter is written, a reminder fee will be charged in accordance with Swedish law.

In case of pre-invoicing, the invoice will be sent 30 days before the event, with payment terms 10 days. The advance payment must be received by us at least 14 days before the event. If the payment is not received in time, it will be considered as a cancellation made by the client and the cancellation fees stated under **Cancellation Policy** will be applied. Final invoicing of costs incurred during the event (e.g. additional drinks) will be made after the event with a due date of 30 days. Please see the payment information on our invoices.

## Technology

If the event requires technology, this must be ordered by the customer in good time, but no later than 14 days before the booked date. When booking an event, the customer must state the full technology requirement together with a running schedule or stage program, this must be approved by the Nobel Prize Museum.

The museum is equipped with PA sound system with four wireless microphones, two different sized stages and three projectors. Sound technicians are always booked together with the PA sound system. Please see our two different tech packages to book your set-up.

Live music or entertainment during the event is booked directly by the customer. The customer is obliged to arrange contact between the Nobel Prize Museum and the musicians.

## Rigging and sound checks

Rigging of technology and equipment is allowed no earlier than one hour before the museum closes. Rigging must be carried out with consideration for museum visitors and must not be disturbing. If more time than one hour is needed, this must be approved by the museum beforehand, at least 7 days before the booked date. Rehearsals and sound checks are not allowed during the museum's regular opening hours.

Set time for rehearsals and sound checks must be agreed with the event team beforehand, no later than 7 days prior to the event date.

All technical equipment and other event materials shall be removed immediately after the event or as agreed with the museum event team.

Roll-ups and other communication materials are allowed inside the museum, but not outside the building.

## Deliveries

Transportation and delivery of customer material (e.g. leaflets, roll-ups, technical equipment, etc.) must be coordinated and agreed with the museum event team at least 7 days before the event date. Transportation from the museum should preferably take place the same evening or the following morning or in agreement with the event team.

## How to get to the Nobel Prize Museum

See the museum's website [nobelprizemuseum.se](http://nobelprizemuseum.se) for more information on the nearest bus and metro lines.

The Nobel Prize Museum's main entrance is located at Stortorget 2 in Gamla Stan. The main entrance has stairs. The accessible entrance, with a ramp, is located at the back of the building, facing Storkyrkans yard.

The client is responsible for coordinating transports to and from the museum. No buses, cars or taxis are allowed to drive up to the main entrance of the museum. This prohibition does not apply to the accessible entrance behind the museum.

Nobel Prize Museum has no parking spaces. Customers are referred to the public parking lots in Gamla Stan by Slottsbacken. Buses are directed to dedicated bus stops in Gamla Stan. Please note that the Swedish Royal Court's official ceremonies may affect Slottsbacken availability.

## Customer material for approval

Customer material (e.g. presentations, films, music, roll-ups or self-printed menus) must be approved by the Nobel Prize Museum no later than 7 days before the booked date. Should this be breached, the museum has the right to prohibit the use and display of the material during the evening with immediate effect. The Nobel Prize Museum's logo, or brand identity (e.g. the Nobel Medal) may not be used in any customer material in any way. Should this be violated, the Nobel Prize Museum has the right to delete or remove that material with immediate effect during the event.

## Client responsibility:

- Compliance with regulations, restrictions and other instructions issued by the Nobel Prize Museum.
- Communicating the Nobel Prize Museum's terms and conditions and rules, to hired subcontractors.
- Staff instructions are followed in case of evacuation.
- Appoint a responsible person who is available on the premises for the duration of the visit and communicate the name and telephone number of the responsible person to the museum's event team. This must be communicated the day before the visit at the latest.
- Report any damage to the premises, equipment or furniture to the museum staff.
- The information requested above must be provided to the museum 14 days prior to the event.
- Provide the Nobel Prize Museum with customer material (digital e.g. presentations, films etc. and roll-ups, menus, etc.) in time and according to the rules described above. And have these approved for use by the Nobel Prize Museum.

The Nobel Prize Museum is not responsible for property left on the premises after the end of the rental period. Damage caused by the client, its staff, assistants, suppliers, guests etc. shall be compensated by the client.

## Price changes

We reserve the right to make changes to the listed prices.

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MUSEUM

30 days before	14 days before	7 days before
All food and beverages must be pre-ordered and confirmed by the customer at least 30 working days before the booked date.	14 days before the event the customer should order technology.  State all the technology needed for the event.	Ordering extra time for rigging and equipment.
In case of pre-invoicing, the invoice is sent 30 days before the event, with payment terms of 10 days.	The advance payment must be received by us at least 14 days before the event.	Ordering gifts and presents from the museum shop.
	Final number of attending guests and confirmation of ordered refreshments should be communicated by the customer.	Information on transportation and deliveries must be provided in the the booking at least 7 days before the booked date.
	Any special dietary requirements should be communicated by the customer.	Customer material, such as presentations, films, music, roll-ups or self-printed menus must be approved by the Nobel Prize Museum at least 7 days before the booked date.

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