

Hosting a members' event at The Castle

How marvellous that you want to host your event in The Castle!

We have collected some information to read through to ensure that your event runs as smooth as possible so that we can keep the option of letting members renting space at a discounted price.

Remember that the discounted prices on members' bookings requires you to **handle everything for the event yourself** and you will be fully responsible to everything connected to the event.

As always, we will be available during our normal working hours if you have any questions, but we will not be involved in any of the preparations or during the event, unless agreed upon in advance. Please make sure in good time before the event that you know where everything you need for the event is located. Depending on when you are hosting the event, we might not be available to help you at that time if that was not agreed upon before.

The booking

- The time you have booked the venue is the **total time** you have the space for yourselves. If you need additional time to prepare, set up before or pack up and clean after, that should be taken account for when confirming the booking.
- Please **consider how your event will affect the other members** in the building. If it is taking up space that is usually accessible to the community, please notify them clearly in advance. In the top right drawer below the kettle in the kitchen you can find frames on which you can announce that the room will be occupied and door hangers to put on the door knobs during the event to inform people that the room is not accessible. If it is a larger event, please also make an announcement in the Facebook group.
- Confirmed bookings can be **cancelled** by the member free of charge until **2 weeks** before the event. Although we will avoid it as far as possible, The Castle retain the right to cancel all discounted bookings until two days before the event.

Entrance

- Note that **the main entrance cannot be left open and unattended at any time.** You are responsible for that all people who come through the door are guests for your event, unless you know that they are a member.
- For events where **alcohol** is being served, you must have a **guest list** and cannot invite new people spontaneously during the event.
- If you close down the event and people want to stay on longer than you, they have to be members of The Castle. Even if other castle members who stay later than you at the event, **you are still responsible for the state the venue is left in afterwards.**

Cleaning

- It is your responsibility to **restore the rooms** to the same condition as they were before the event. On top of making sure it is tidy and clean, this also includes putting back extension cables, lamps, decorations and anything else. **Take pictures** before the event of the areas you intend to use to ensure that they can be put back exactly the way they were. There is also a **hard back with maps of where everything goes**, this can be found in the drawer in The Café (2nd floor) with the butterfly handle.
- If you need **cleaning material**, it can be found in the janitors closet by the elevators on the **4th floor**. If a room is not restored properly, to the point where it requires us or the cleaners to spend time to fix it, we will charge you SEK 600/started work hour for the extra work.
- If you are using **kitchenware** or anything else for your event, please make sure that these are also left clean as when you found them. That means that if you have used glasses, plates, serving trays etc. they should all be **washed before you leave**. The dishwasher can be left running, but if you have more kitchenware than you can fit in the dishwashers at the same time, you still must make sure they are clean before you leave.
- If your event produces excess **waste** that cannot fit comfortably in the waste bins, it is your responsibility to make sure that garbage and recycling is taken care of. This also applies if the event is early in the day and your garbage does not **allow space for everyday waste** to fit in the bins after you have had the event.

- We do **not have a waste storage room** to discard excess waste, all waste must be picked up and discarded elsewhere. If you expect you need help with that due to the nature of your event or the volume of garbage, you need to **book an extra pick-up by the cleaning company through us in advance**. Unless it is a crazy amount of garbage which requires an unusual amount of work, their fee for a pick-up is SEK 1 500.

Equipment

- In “**Låneboden**” on the 3rd floor close to the elevators you will find the **projector and screen** that can be borrowed for events together with extension cords if you should need that. The projector is bundled with all the necessary connection cords in a black shoulder bag. The bag has a list of the content, check the list and **ensure that all items are there** both when picking it up and putting it back.
- Extractable **chairs and tables** can be found in the storage on the 4th floor next to the elevators.
- In addition to the stationary white boards, there is a tripod in the yoga room to which you can also attach a flip chart. Speak to us if you have more extensive white board needs, we might be able to organise it.
- Spare flip charts, whiteboard pens, erasers and other stationary can, as always, be found in Låneboden.
- Active speakers to connect with smartphone or similar can be found in the Red Room.

In case of urgent matters, you can reach a member of the Castle team on 08- 313 660.