

General terms, conditions and information

For rental of the Blue Hall and the Golden Hall 2021

These general terms and conditions will be in effect beginning on 1 February 2019, and shall be applied to all rental contracts that are entered into from that date forward.

Guest capacity for various table arrangements

The maximum capacity for both of the premises together is 1,200 guests.

The Blue Hall

- Rectangular tables: 1,200 persons
- Rectangular tables, within and between the column rows only: 900 persons
- Round tables: 480 persons
- Standing buffet: 1,000 persons
- Sit-down buffet: 800 persons
- Cocktail party arrangement: 1,200 persons
- Auditorium seating arrangement: 1,188 persons

The Golden Hall

- Rectangular tables: 680 persons
- Round tables: 400 persons
- Standing buffet: 400 persons
- Sit-down buffet: 400 persons
- Cocktail party arrangement: 700 persons
- Auditorium seating arrangement: 700 persons

Dimensions of the premises

The Blue Hall

- Length: 50 m
- Width: 30 m
- Height: 22 m
- Area: Just over 1,500 m

The Golden Hall

- Length: 44 m
- Width: 14 m
- Height: 12 m
- Area: Just over 600 m²

Terms and conditions

General terms and conditions

The following terms and conditions shall apply to the temporary rental of the banquet halls and adjacent areas of the Stadshuset (Stockholm City Hall).

The City of Stockholm, by its City Executive Office (*Stadsledningskontoret*), hereinafter referred to as “the Landlord” rents out the Blue Hall and the Golden Hall to companies, organizations and associates, hereinafter referred to “the Tenant” for evening events. The City Hall Park and the Borgargården Courtyard may not be rented by the Tenant as these areas are open to the public.

Booking and cancellations

Preliminary bookings are done by means of a written request. The booking must then be confirmed in a contract. The rental contract must be signed by an authorized signatory or some other person or persons who are authorized to enter into this type of rental agreement on behalf of the Tenant.

The Tenant is required to submit information about the event to the Landlord, well in advance of the event. The Landlord is entitled to declare the contract null and void without the need to pay any compensation to the Tenant, in the event the Tenant does not comply with stipulated rules. In the event of a material breach of contract, the Landlord may terminate the Rental Contract without prior notice and without the Tenant having any right to financial compensation.

In the event the Tenant retains the services of a third party for the implementation of all or parts of the event, this, too, shall require the prior written approval of the City. Regardless of whether the City has approved the event and any contractor retained by the Tenant, the Tenant shall be liable to the City for the event and any damage that may result. The Tenant may not assign with Rental Contract to any other party.

Costs and payment

The cost of the rental and other costs are stated on the City’s price list. The Tenant is aware of, and accepts the fact that, the City may decide on changes in the price list, and that the costs that apply to the rental shall be those that the City charges at the time of the event. The Landlord will invoice all charges to the party that had signed the Rental Contract. A subsequent invoice or invoices may

be issued in the event of additional supervision, addition cleaning and repairs, or if the Tenant has otherwise caused the Landlord to incur additional costs. Invoices that are due and payable must be settled before the premises can be rented again. If an unpaid invoice is sent for collection, all costs relating to this procedure shall be charged to the Tenant.

Cancellation fees

Cancellation must be done in writing and the following cancellation fees shall apply once the contract has been signed:

- 10 per cent of the rental fee for the premises in the event of a cancellation more than nine months prior to the date of the rental.
- 20 per cent of the rental fee for the premises in the event of a cancellation between six and nine months prior to the date of the rental.
- 25 per cent of the rental fee for the premises in the event of a cancellation between four and six months prior to the date of the rental.
- 50 per cent of the rental fee for the premises in the event of a cancellation between two to four months prior to the date of the rental.
- 75 per cent of the rental fee for the premises in the event of a cancellation between one and two months prior to the date of the rental.
- 100 per cent of the rental fee for the premises in the event of a cancellation less than one month prior to the date of the rental.

Times

- 1:00 P.M.** The Tenant gains access to the premises and rigging of the equipment can begin.
- 4:00 P.M.** Rehearsals, sound check and sound system rigging (such as the angling of cables) can take place.
- 5:00 P.M.** Earliest starting time of the event
- 1:00 A.M.** Latest ending time of the event
- 5:00 A.M.** Latest time by which the premises must be completely free of rigs and materials.

Responsibilities

The Tenant is responsible for ensuring that those participating in the event are informed of the risks that are associated with the event and that the regulations and other instructions must be followed. The Tenant is responsible for communicating the terms, conditions and rules of the Landlord to any sub-contractors retained.

The Tenant is responsible for informing the Landlord no later than two months prior to the event, as to the number of guests who are

expected to attend during the event. The cost of staffing that will be calculated on the basis of this number will be binding.

The Landlord's instructions as to entry on to, and exit from, the premises must be complied with, both regarding persons and materials. The Tenant is responsible for ensuring that unauthorized persons are not given access to the premises and that the number of persons on the premises does not exceed the number that the number communicated to the Landlord. The Tenant is responsible for checking guests entering, by means of a guest list, tickets or similar by means.

The Tenant is responsible for submitting, no later than two working days before the event, attendance lists of the personnel that are to have access to City Hall prior to the arrival of the guests. Persons that have not been pre-registered in this way will not be allowed access to City Hall.

The Tenant is obligated to ensure that the emergency exits are not blocked, and the follow the instructions of the City Hall personnel about removing any objects from these exits. The Tenant is responsible for compliance with the instructions of the City Hall event personnel are followed.

If the Tenant will be taking large amounts of technical equipment into the building, the Tenant is required to put out additional fire extinguishers in proximity to this equipment.

Rigging and preparations and dismantling at City Hall

Below, you'll find a set of instructions to facilitate rigging and other preparations and dismantling during the day of the event. During the entire event, City Hall event personnel will be on site to provide information and to answer questions. The instructions of the City Hall event personnel must be followed.

In the event of questions that arise during the event, and related to rigging and other preparations or to dismantling, please contact the City Hall event personnel at + 46 76-12 29 112.

Rigging and other preparations

- All personnel are required to show their identification to the reception desk at Ragnar Östbergs Plan 1 in order to obtain the necessary authorization badge. The reception area is where the City Hall event personnel in charge of the event can be found. He or she and will show the way the equipment for the event is

required to enter the building. This may be commenced no earlier than at 1:00 P.M.

- All entry and exit of personnel must be done via the reception desk, and the City Hall authorization badge must be worn in a very visible manner.
- Entry of equipment and other goods must be through the outer door specified. The outer doors must never be opened except in the presence of a City Hall event personnel. Emergency exits must never be blocked.
- Nothing may be attached to the walls or columns.
- Stage podiums, ropes and bases with metal legs must not be placed directly in contact with the floor. There must be protection between the legs and the floor.
- Courier deliveries and messages to the City Hall must be handed over prior to 1:00 P.M. on the day of the event. The contact person representing the organizer must be listed as the recipient and must be on site to accept the message or delivery. The delivery must be marked with the word “*event*”, along with the date and the name of the event. Messages or deliveries that don’t comply with these conditions will be rejected due to security considerations.
- The City Hall does not have its own parking facility. Instead, all parking should be on Hantverkargatan or Norr Mälarstrand.
- Entry, parking or storing vehicles in the Borgargården courtyard is not allowed.
- On each day until 4:00 P.M., guided tours of City Hall are conducted. Be considerate of them, because these tours have priority.
- Use of smoke, fire or fireworks indoors is prohibited.

Dismantling

- Once the event is over, the work of dismantling the rigging must be commenced immediately. No goods, materials or rubbish may be left in the City Hall overnight. Pieces of tape and similar objects must be removed in order to avoid the costs of additional cleaning.
- The City Hall event personnel’s time, during dismantling of the rigging will be an additional charge to the organizer. See the separate price list.
- Equipment and other goods must be through the outer door specified. The outer doors must never be opened except in the presence of a City Hall event personnel.

Other terms, conditions and information

Personnel

The Landlord employs event personnel and coat check personnel, and may hire additional personnel and/or security guards at the expense of the Tenant, if the Landlord determines that these are needed.

Security and staffing

The City Hall event and coat check personnel are trained in the evacuation of the premises, cardiopulmonary resuscitation, first aid, the operation of a defibrillator, and firefighting.

The City Hall is guarded 24-hours a day. In the staffing cost for events of 151 guests and more, one guard, from the security company that was selected by City Hall after a public procurement procedure, is included. If you wish to have additional security for the event, this can be booked via the Events Unit.

If you wish to have medical personnel present for the event, you will need to supply them yourself.

Premises

Evacuation

The entrance for events held in the Blue Hall or the Golden Hall is always via the banquet entrance from the Borgargården courtyard. In addition to the banquet entrance, there are evacuation routes in the southeast, southwest, northeast and northwest part of the Blue Hall. The Golden Hall also has an evacuation route through the copper doors that lead to the Prince's Gallery, and via the northern and southern stairwells. The City Hall event personnel are trained in taking care of any evacuation.

Dressing rooms

The Tenant has access to three dressing rooms. These are equipped with make-up mirrors, full-length mirrors, hand basins, electrical sockets and places to hang outer garments. The codes to the dressing rooms will be given to the contact person for the event at the time he or she arrives at City Hall. In addition to the dressing rooms, the Tenant will have access to a production office.

Coat Check

Next to the banquet entrance, there are two coat check facilities, which can accommodate 1,200 guests. These will be staffed during the event.

Restrooms /WC

All restrooms are located off the lobby on the Blue Hall level. They include:

- One accessibility-adapted restroom
- Fourteen ladies' room
- Six men's rooms and urinals

Cleaning

Cleaning is done by contractors retained by City Hall, and the rental fee includes a certain degree of basic cleaning. If the Landlord determines that additional cleaning is needed, this will be paid for by the Tenant.

Rubbish

All materials, such as stage carpet, packaging material, flowers, giveaways and programmes, for example, must be taken out of the building immediately after the end of the event. Unfortunately, the City Hall is not able to dispose of this rubbish. No later than 5 A.M., the premises must be restored to their former state in order to enable them to be cleaned and put in order. If this is not done, the rental fee will be charged for an additional day.

Rigging and equipment

All rigging on the premises must be approved by the Landlord well in advance of the event. The corridors and adjacent areas on Levels 1 and 2 may not be used by the Tenant.

Sound

The City Hall has no sound system available for rental. Please contact the Events Unit for additional information and recommendations of contractors that are used to working this the building. The noise level must not exceed 97 dB. The City Hall event personnel have the right to make decisions regarding the base frequency so as to avoid damage to the premises.

Light

The lighting of the premises must be done using the Landlord's equipment and operating personnel, the cost of which will be charged as set out on a separate price list. In certain cases, it is possible to supplement the existing lighting system, but this must be approved by the Events Unit. Booking the lighting system is done through the Events Unit project manager who is responsible for your event.

AV

There are several points of attachment for a film screen on the wall in the northern part of the Blue Hall. If you wish to have a different placement of the screen in the Blue Hall or a placement in the Golden Hall, the screen must stand on the floor. There is no screen or other equipment on site to rent. Instead, you will have to rent these from an outside supplier. Please contact the Events Unit for additional information.

IT

The building has a wireless network, and the organizer can obtain log-in information if needed. There is an open wireless network for guests. There are network connections in many locations in the banquet halls in City Hall. Please contact the Events Unit well in advance of the event if you need the outlets, as they must be activated ahead of time.

Stages

The City Hall can help you with simple stage construction ahead of your event on the premises. The size and placement must be discussed with the Events Unit well in advance of the event. A fee will be charged for the stage as set out on a separate price list.

Grand piano and organ

There are two grand pianos at City Hall. The Blue Hall has a Steinway, Model B, and there is a Steinway, Model D, in the Golden Hall. If you wish to rent these for your event, please contact the Events Unit well in advance in order to reserve it.

The Blue Hall has the largest organ in Northern Europe. This organ may be played only by a trained organist who is approved by City Hall. For prices, terms and conditions, and recommendations of organists, please contact the Events Unit.

Food and beverages

All food and beverages must be ordered from the restaurant owner that was selected by City Hall after a public procurement procedure. For the owner's contact details, please speak with the Events Unit.