

FÄRGFABRIKEN

EVENEMANG

2022-10-01

BOOKING CONDITIONS

1. Offer and payment terms

1.1. Preliminary booking

Preliminary booking is possible for 10 days, after which the preliminary booking ends if booking has not been confirmed.

1.2. Advance payment

The premises rent for the arrangement is invoiced in advance after confirmation ordering.

If the advance payment is not made, the order is not binding for the supplier.

Färgfabriken Evenemang reserves the right to charge further advance payment if the value of the order exceeds SEK 200,000 excluding VAT.

Debited advance payments are not refunded in case of cancellation.

1.3. Cancellation

The number of guests must be confirmed to Färgfabriken Evenemang no later than 30 days before implementation. The number can be adjusted up to 14 days before implementation by +/- 10%.

Special dietary requirements and food for crew, artists and others must be notified to Färgfabriken Evenemang no later than 14 days before the event date. Extra orders for food and drink on site are accommodated as far as possible.

In case of cancellation later than 30 days before the first day of the event,

50% of the value of the order is invoiced.

In case of cancellation later than 14 days before the first day of the event,

75% of the value of the order is invoiced.

FÄRGFABRIKEN

EVENEMANG

In case of cancellation later than 7 days before the first day of the event,

100% of the value of the order is invoiced.

1.4. Payment

The customer must make full payment within 20 days from the date of the invoice.

1.5. External suppliers

When forwarding services and booking goods from subcontractors, an agency fee corresponding to 15% of the value of these goods, services or rental property is added.

1.6. Miscellaneous

Unless otherwise agreed, Visita's terms and conditions apply to conferences, group bookings and other arrangements, https://visita.se/app/uploads/2019/09/general-terms-for-conferences-group-bookings-and-other-events_nylogo.pdf

2. FURNITURE, SPECIAL MENUS, PROJECT MANAGEMENT, TECHNOLOGY, EVENT TIME AND MORE

2.1 Furniture, table settings and decor

Färgfabriken Evenemang offers a standard table setting at banquet tables (180x80 cm). We have black folding chairs from Form o Miljö. Rent of other furniture such as round tables, high tables and lounge furniture are charged the customer.

Table decoration (flowers, place cards etc.) and table setting with place cards are not included in the premises rent.

Marshals in the aisle and bonfire in the yard are included in the evening.

2.2. Cloakroom

Unguarded and unnumbered cloakrooms, for which Färgfabriken Evenemang does not take responsibility, are included in the premises rent. A staffed cloakroom with a wardrobe system is charged the cost of cloakroom staff.

FÄRGFABRIKEN

EVENEMANG

2.3. Tasting

Tasting of the menu before the event is not included in the premises rent. A minimum charge of SEK 3,500 ex. VAT, regular menu price per person and costs for drinks are charged to the customer.

2.4. Special menus

In the case of requests for special menus, a cost of SEK 595/h ex.VAT (minimum 4 h) will be added in addition to the menu price for creating the menu.

2.5. Project management

When confirming the booking, two meetings with our project manager are included in the premises rent. Additional time is charged SEK 595/h ex. VAT.

2.6. Extra cleaning/extra garbage

Extra cleaning in addition to the regular cleaning and removal of extra garbage or empty packaging such as boxes are not included in the premises rent.

2.7. Technical equipment

Technical equipment can be provided via Färgfabriken Evenemang's partners or brought by the customer. When brokering technical equipment, Färgfabriken Evenemang charges a brokerage fee of 15% of the order value.

Empty cases are primarily stored in own cars in the parking lot since there is hardly any possibility of storage inside the house.

2.8. Event time

Regular event hours for a full-day event are 09:00-17:00. In case of deviations from these hours, a cost of SEK 3,000 ex.VAT is added per hour started.

2.9. Access to the premises

For dinner sittings, the customer has access to the premises for decoration, table seating etc. two hours before the start of the event or

FÄRGFABRIKEN

EVENEMANG

as agreed. The same applies to de-establishment after the event.

2.10. Rigging time

Time for rigging and derigging, in addition to the time included in the premises rent, the client is charged 50% of the regular premises rent.

2.11. Loading/unloading and rigging

Smaller trucks can drive down the alley. Loading and lift are on the other side of the building, follow the arrow towards the elevator. Do not set up the front door with a wedge load. For larger loads, Färgfabriken takes care of setting up the door.

Do not load the lift heavier than the specified kilos. In case of overload, the lift can easily get stuck/stop working. Passengers must always accompany the lift when loading!

Do not force the lift door, there is a button for door opening.

Only sticky tape that is easily removed can be used on floors and any walls. Nothing can be hung/attached to pipes or beams in the roof of the penthouse when these are not off supporting construction.

2.12. Exclusivity

For exclusivity in the entire house there is an additional cost according to agreement.

3. GENERAL INFORMATION FOR GUESTS

3.1. Toilets

Four toilets are available on the entrance floor, one toilet in the exhibition hall, two toilets in the reception area on the first floor, and four toilets in the penthouse. A toilet adapted for the disabled is available on each floor. The toilets are shared by all parties in the house. Please note that the toilets on the entrance floor are also for the cafe's guests, Tuesday-Sunday at 11.00-16.00.

FÄRGFABRIKEN

EVENEMANG

3.2. Defibrillator

The defibrillator is located in the stairwell on floor 1.

3.3. Serving permit

Consuming food and drink outside is permitted until 03.00 according to Färgfabrikens Event's serving permit.

Regarding other rules regarding the serving permit, the supplier refers to The Swedish Alcohol Act.

Smoking is not permitted indoors and only in designated areas outdoors.

3.4. Parking

A few parking spaces that belong to Färgfabriken are available on the south side of the house. Public parking facilities are available nearby.

3.5. Guests with disabilities

Parking space, lift and toilet for guests with disabilities are available.

3.6. Lost and found

Färgfabrikens Evenemang does not take responsibility for things left behind on the premises.

3.7. Electricity

The cafe: wall outlet 10A, 2 pcs 3-phase 16A

"Lilla salen": wall outlet 10A, 2 pcs 3-phase 16A

Penthouse: wall socket 10A, 2 pcs 3-phase 16A

2 more 3-phase 63A are available by additional order.

3.8. Internet connection

Färgfabriken Evenemang is connected to the internet via a 100/100 mb fiber.

Open wireless networks are provided on every floor.

Connection via network cable can be arranged by agreement.

FÄRGFABRIKEN

EVENEMANG

4. RULES, PROCEDURES AND SECURITY

The following must be notified via e-mail to the project manager at Färgfabriken Event no later than 14 days before the event:

- Contact details for the person responsible for technical equipment and rigging as well as other subcontractors.
- Technical specification and sketch of placement of scenes, sound, light and other technical equipment.
- Schedule with times for deliveries, pick-ups, set-up and take-down, rehearsal, sound check, refreshments for staff and the organization of the event.

4.1. Fire safety

All forms of fire and smoke are prohibited in all premises. This also applies to cold smoke from smoking machines/hazers and the like.

Escape routes and distribution boards must not be blocked. This also applies during up and down rigging.

Fire doors inside the premises must not be set up with door wedges or the like. The doors must be able to close automatically in the event of a fire alarm. This applies to all doors of the Färgfabriken towards the stairwells.

4.2. Rules / violations

All mountings and fasteners for technical equipment and decor must be approved by the contact person at Färgfabriken Evenemang and restored after the arrangement is complete.

The customer is responsible for ensuring that materials such as decor, packaging, pallets etc. are removed immediately after the arrangement has been completed. If not, the customer will be charged for extra waste disposal.

Storage of materials such as event cases must take place in a designated

FÄRGFABRIKEN

EVENEMANG

location as agreed with the contact person at Färgfabriken Evenemang.

Costs that affect Färgfabriken Evenemang due to the client not complying with the conditions specified in the quotation will be charged to the client.

In the event of damage to premises/inventories, Färgfabriken Evenemang reserves the right to charge the customer the cost of remedial action.

The customer is responsible for conveying these booking conditions to all subcontractors and ensuring that they are followed.

5. INSURANCE

5.1. Insurance and surveillance

Färgfabriken Evenemang is not responsible for the customer's property or property that Färgfabriken Evenemang has rented on behalf of the customer. The customer's insurance policies must apply.

6. FORCE MAJEURE

Färgfabriken Evenemang waives the obligation to fulfill its part of the agreement and from the obligation to pay damages if its commitments cannot be fulfilled at all or only at an abnormally high cost due to war, riots, action or omission by authorities, newly added or changed legislation, conflict on the labor market, blockade, fire, flood, explosion, shortage of means of transport, goods or energy, major accident, error in or delay in delivery from a subcontractor caused by such extenuating circumstance, other external circumstances that Färgfabriken Evenemang cannot influence.