

< norrsken >

EVENT GUIDE

ABOUT EVENTS



WHEN

Weekdays – from 18:00

Fridays – from 16:00

Weekends – all day

Preparations for the event may
start 30 minutes before event



WHERE

Townhall – max capacity: 150
people

The Moon – max capacity: 30
people



CONTACT

Please read this document
before contacting us for
questions or special requests

Norrskén:

help@norrskénhouse.org

VALUE GUIDELINES



DIVERSITY

- We always strive for diversity amongst guests
- We encourage gender balance in panels and similar, hosted at Norrskén House



RESPECT FOR OTHERS

- Do not disturb members: no guests in members-only areas and avoid too loud music
- Keep the place tidy during events



SUSTAINABILITY

- In catering for events hosted at Norrskén House, we prefer sustainable options. Our café has great vegan options. To order food, email: norrskén@takutaku.se
- We recycle diligently in order to minimise the footprint of our activities

BEFORE EVENT



EVENT FORM

Please provide us with the necessary information by filling out our form on the [website](#)

Complete the form at least 4 weeks prior to the requested event date to ensure highest quality of service

In the application you will accept the terms and conditions for events



CONFIRM EVENT

Norrsken will inform you if your event has been accepted or declined (response within 1 week)

If Norrsken needs further information from you, the confirmation process might take longer than 1 week

Norrsken will quote the price



SCHEDULE MEETING

If it's the first time you host an event you are responsible to schedule a walkthrough meeting

The meeting should be scheduled during the event day

Schedule the meeting with Klara Hansen on [Slack](#)



ORDERING

See what's already available [here](#)

Food and beverages: for ordering food and beverages, we recommend our vegan café. To order food, email: norrsken@takutaku.se

Furniture: for optional add-ons please contact us. You will be responsible for the additional costs

DURING THE EVENT DAY



WALKTHROUGH

This meeting takes approx 10 min

Things that's good to know:

Alarm

Cleaning

Flowchart

Tech

Coat check

PREPARE SPACE

Preparation can start 30 min prior to the event

Organize space in Townhall or Moon to meet your needs

Extra chairs are available under the stadium

Prepare coat check

Put up barrier ropes

FOOD & BEVERAGES

You are responsible for food and beverages

Delivery should be approx 30 min in advanced

You have access to:

Dishwasher

Fridges

Glass disposal

ICE

If you have any problems during the event please contact us

help@norrskenhuse.org

AFTER EVENTS



BACK TO NORMAL

Furniture

Extra chairs

Tech

Garbage and empty bottles

If you have any food left over, please leave it in the fridge. We will make it available to our members the following day. Same principle applies for beverages, as long as it is not alcoholic



CLEANING

Leave it nice and tidy (back to normal)

You do not need to vacuum and mop the floors, Norrsken will take care of that

If the space is not left tidy and Norrsken needs to incur additional cleaning costs, we will charge you



SECURITY

Close speedgate

Make sure the entrance doors are closed



LEAVE OVERNIGHT

If you leave belongings overnight follow these steps:

1. Inform Norrsken team
2. Remove things 09.30 the latest the morning after
3. Make sure it's not in the way:
Townhall: leave your belongings on the short side of the stadium
Moon: leave your belongings in the corridor in the Moon

FACILITIES



TECH

- 1x Handheld microphone
- 3x Headset microphones
- 1x Keynote clicker
- 98" TV screen
- 150" Projector screen
- AUX & HDMI
- Speakers
- Light system



FURNITURE

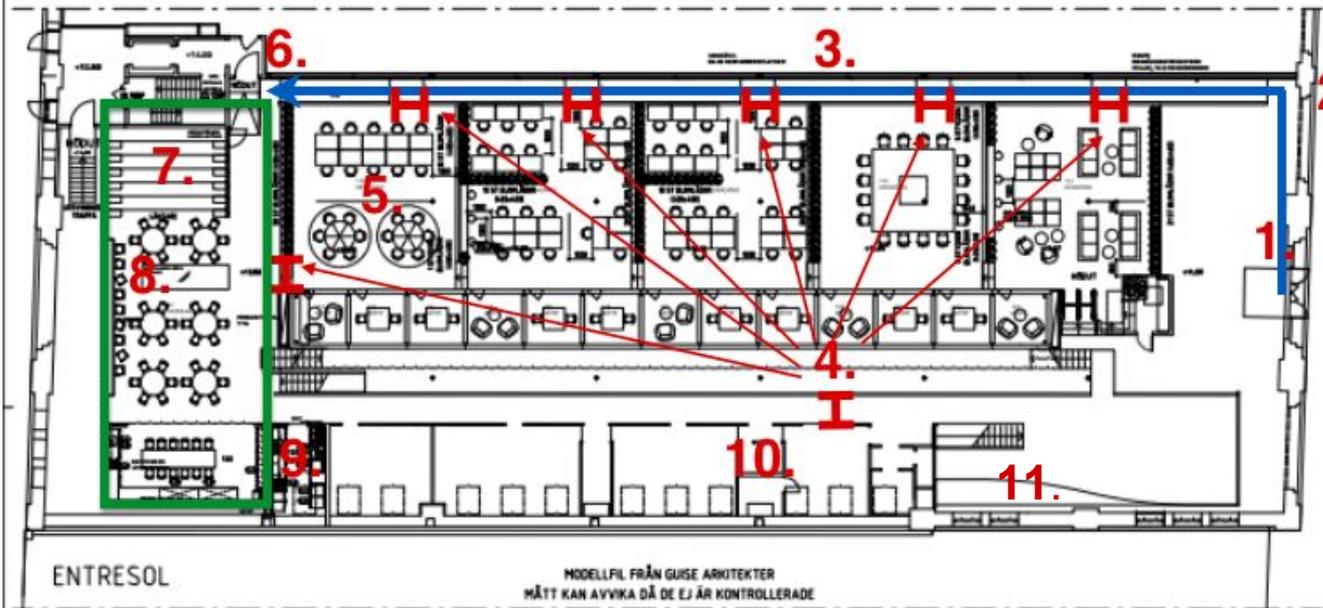
- The stadium (40 seats)
- 44x chairs
- 70x folding chairs
- 2x long tables
- 4x round tables
- 1x movable stage



KITCHEN

- 13x carafes
- 3x coffee machines (Townhall)
- 1x coffee machine (the Moon)
- 150x cups
- 2x dishwashers
- 8x fridge boxes
- 80x glasses
- 80x plates
- 80x knife, forks & spoons

PICTURE OF NORRSKEN HOUSE



1. Entrance
2. Speed gate
3. Corridor that leads to the Townhall
4. Where to put up barrier ropes
5. Park 5
6. Door that takes you to the garbage room
7. Stadium/staircase
8. Townhall
9. Pantry
10. Lavatories
11. Entrance to the Moon