

Information and conditions for events at the Nobel Museum

Welcome to the Nobel Laureates' very own museum. In a truly unique environment, you can combine inspirational experiences with good food and beverages.



General

Being a museum, the Nobel Museum is not rented out for events that require extensive on-site rigging or dancing. Since the Nobel Museum must be considerate of other tenants and is located in a residential area, playing excessively loud music during an event is not allowed. The music must always be approved by the Nobel Museum's Event Department. The museum's interior or exterior may not be changed in any way during an event. Any rigging must always be approved by the Museum's Event Department. See more information under entertainment /technical equipment.

The space

During events, with or without refreshments, the client is renting the entire Nobel Museum. Because of this, the Nobel Museum charges a baseline cost, or "arrangement cost". It includes exclusive access to the museum space, entrance fee, a guided tour, staff, the museum shop

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being open during a certain period in the evening and cleaning. The Nobel Museum cannot be rented for parties only. Instead the arrangements always include a guided tour or other knowledge-sharing activity. The museum space is suitable for many conceivable kinds of arrangements. Contact the Event Department to see how your event can be carried out in the best possible way.

Booking of events

To book the Nobel Museum, please contact the Event Department at event@nobelmuseum.se or phone +46-8-534 818 39. You are welcome to make an appointment for a client on-site visit in connection with your booking, in order to see what possibilities there are for your particular event.

On the following days, a 25% supplement is charged in addition to the baseline cost and refreshments including beverages: Epiphany, Good Friday, Easter Monday, May 1, Ascension Day, Whitsun Eve, Whitsunday, Swedish National Day, Midsummer Eve, Midsummer Day, All Saints' Day, Boxing Day and New Year's Eve.

Unbookable days: Christmas Eve, Christmas Day, New Year's Day.

Arrival and departure times

Groups are welcome after 18.00 hours (6 p.m.) on Mondays-Thursdays and Saturdays-Sundays throughout the year. If your arrangement runs past the agreed closing time (no later than 23.00), each subsequent hour will be invoiced at SEK 1,500 per hour plus VAT.

Cloakroom

The Nobel Museum has an unstaffed cloakroom with hangers and some lockable cabinets. A staffed cloakroom with garment rails, hangers and numbered discs can be rented for an extra cloakroom fee of SEK 550 per hour.

Cancellation rules

Cancellations must be made in writing to event@nobelmuseum.se. Cancellation rules are always enclosed with your confirmation. The following cancellation rules apply to events with refreshments.

An event booked 1 year before the event date may be cancelled by the client up to 6 months before the event date at no additional cost.

- If cancelled later than 4 months before the event date, the client will be charged 50% of the arrangement cost / tour cost.
- If cancelled later than 30 days before the event date, the client will be charged 100% of the arrangement cost / tour cost.
- If cancelled later than 14 days before the event date, the customer will be charged the entire arrangement cost / tour cost plus 100% of the cost of food and beverages.

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An event booked 6 months before the event date may be cancelled by the client up to 4 months before the event date at no additional cost.

- If cancelled later than 3 months before the event date, the client will be charged 50% of the arrangement cost / display cost.
- If cancelled later than 30 days before the event date, the client will be charged 100% of the arrangement cost / display cost.
- If cancelled later than 14 days before the event date, the customer will be charged the entire arrangement cost / tour cost plus 100% of the cost of food and beverages.

For an event booked less than 6 months before the event date, the 14-day rule applies. In other words, the client may reserve the desired date for 14 days at no additional cost. When 14 days have passed, the same rules as above will apply, i.e.:

- If cancelled later than 3 months before the event date, the client will be charged 50% of the arrangement cost / tour cost.
- If cancelled later than 30 days before the event date, the client will be charged 100% of the arrangement cost / tour cost.
- If cancelled later than 14 days before the event date, the customer will be charged the entire arrangement cost / tour cost plus 100% of the cost of food and beverages.

Refreshments

All food and beverages are ordered through the Nobel Museum's restaurant, Bistro Nobel.

For evening events such as sit-down dinners, cocktail parties or stand-up receptions the Nobel Museum will accommodate 25 guests or more.

Placement of orders

All food and beverages must be ordered in advance and confirmed by the client no later than 14 business days before the event date. The following guidelines are applicable at placements of orders:

- When ordering in advance, the client states the number of drinking glasses per person included in the order.
- When wine is ordered, the client will be invoiced for the number of open bottles used during the event.
- The definitive number of guests must be confirmed no later than 14 business days before the event date and will serve as the basis for invoicing of refreshments that are ordered.
- If the group that is booked decreases in size after that day, the client will be charged for the number of servings that will not be used (food).

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- If the group that is booked decreases in size later than 3 days before the event date, the client will be charged for the number of beverage servings that will not be used (wine), estimated on the basis of the number of glasses per person the client has ordered.

If the client has special dietary or allergy-related requests, the client must state this no later than 14 business days before the event date.

For groups up to 100 people, the tables, chairs, tableware and linens are included. For groups of more than 100 people, a charge for tables, chairs, tableware, linens etc. is added.

To achieve a correct price quote for your event, please contact the Event Department. We accept requests up to 4 weeks before the event date.

Table settings

Dinner tables are set including chocolate Nobel medals. The placing of tables we plan together with the client. At the client's request, a table diagram can be sent to the client.

Table settings do not include flowers. Clients who would like flowers can arrange this themselves or order flowers through the Museum. Please contact the Event Department for a price quote no later than 2 weeks before the event date.

The Nobel Museum does not provide printed dinner menus for every guest, seating cards or pre-printed programmes. This is arranged by each individual client. Please observe that the Nobel medal or the Nobel Museum's logo may not be used.

Rules of conduct

Alcoholic beverages may not be carried outside the Museum, either out on Stortorget square or in the rear courtyard next to Stockholm Cathedral (Storkyrkan), unless a special serving licence has been applied for by the Nobel Museum at the request of the client.

Food and beverages may be consumed in all areas of the Museum. Beverages and light food may thus be carried, for example during guided tours.

Additional prices

Groups of fewer than 25 people, SEK 4,800

Staff cost after 01.00 hours, SEK 1,200 per hour

All prices are excluding VAT

Technical equipment/Entertainment

If the event requires technical equipment, this must be ordered by the client well in advance, but no later than 2 weeks before the event date. When booking, the client must state such equipment needs in their entirety. The client will be charged for rigging, use and removal of technical equipment at a cost of SEK 550 per hour, excluding VAT. The minimum charge is three hours. When booking, the client shall send an order list and a schedule or programme description for the technical equipment that will be needed, which the Nobel Museum must approve.

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The Nobel Museum has its own simple PA system that can be used for speeches, presentations etc. If the event requires additional equipment, for example for music, this shall be rented by the client at the client's own expense. In case of questions, please contact the Event Department.

If the client would like music during the event, the client must book this independently. If the client has booked musicians, the client shall establish contact between the Nobel Museum and the musicians. When planning events with music, a site visit is recommended by the band contact well in advance of the event date. Please book a meeting with the Event Department for this purpose. The client and the musicians will be responsible for transporting the proper technical equipment to the Nobel Museum and for ensuring that their own technician is on site for rigging, carrying out the programme and removing the equipment after the event.

Rigging and removal

Rigging of technology and equipment is allowed starting at 16.00 hours (winter season) and 17.00 hours (summer season, June-August).

Rigging should be done in a way that is respectful of the Nobel Museum's visitors and is not disruptive. If more time is required, this must be approved by the Museum no later than 7 days before the event date. All equipment and other event materials shall be hauled away immediately after the event is over or as agreed with the Nobel Museum's Event Department. Roll-ups are allowed in the Museum, not outside.

Rehearsals and sound checks

Rehearsals and sound checks may generally not occur during the Museum's regular opening hours. Earliest starting time: 17.00. Rehearsals and sound checks should be kept short. Otherwise as agreed with the Nobel Museum's Event Department.

Gifts and presents

Presents and gifts from the Nobel Museum's product catalogue (which is sent to the client upon booking) shall be ordered in advance, no later than 5 business days before the event date. The costs of these goods shall be paid by the client as part of the overall invoice for the event. Wrapping of goods is included in their price.

Haulage and delivery address

Haulage and deliveries of client material (for example, folders and roll-ups), technical equipment etc. shall be coordinated with the Event Department. Deliveries to the Nobel Museum should occur no later than the same morning as the event date. Pick-ups from the Nobel Museum should preferably occur the same evening or the following morning, or as agreed with the Event Department. Information about haulage and deliveries must be stated in the booking no later than 7 days before the event date. For information about the delivery address and procedures, please contact the Event Department.

Getting to the Nobel Museum

See the Nobel Museum's website www.nobelcenter.se for more information about what buses and Stockholm Metro (tunnelbana) lines are closest.

Street address

Nobel Museum, Main Entrance, Stortorget 2, Old Town (Gamla Stan), Stockholm. At the rear of the building, towards the courtyard facing Stockholm Cathedral (Storkyrkan) is the rear entrance (entrance for disabled visitors) of the Nobel Museum.

Parking for cars and buses

The Nobel Museum has no parking spaces. The client must use the existing parking spaces in the Old Town. Buses must use the existing spaces for bus traffic in the Old Town and vicinity.

Taxi or rented buses

Neither buses nor taxis are allowed to drive up to the Main Entrance of the Nobel Museum. These restrictions do not apply to disabled visitors. Taxis may stop at Slottsbacken 2, about a minute's walk from the entrance to the Nobel Museum.

Submitting client materials for approval

The client's own materials, for example presentations, videos, music, roll-ups or printed menus, must be approved by the Nobel Museum no later than one week before the event date. In case this rule is violated, the Nobel Museum has the right to immediately ban the material from being used and displayed during the evening.

The Nobel Museum's logo, or trademarked images such as the Nobel medal, may not be used in any way in any client material. In case of infringement, the Nobel Museum has the right to delete or remove the material immediately while the event is under way.

Client responsibilities

The client is responsible for:

- Ensuring that regulations, restrictions and other instructions received from the Nobel Museum are followed and complied with.
- Ensuring that the Nobel Museum's conditions and rules are passed on to sub-contractors used by the client.
- Ensuring that the instructions of Museum staff are followed in case of evacuation.
- Appointing a person in charge who will be available on-site throughout the event, and informing the Nobel Museum's Event Department of that person's name and telephone number. This information must be provided no later than the day before the event date.
- Providing the Nobel Museum with the information described above well in advance to enable the event to be carried out.
- Providing the Nobel Museum with client material (digitally, for example presentations, videos etc. and any roll-ups, menus etc.) in time and according to the rules stated above and receiving the approval of the Nobel Museum to use them.

The Nobel Museum is not responsible for property that has been left on site after the end of the rental period. Damage caused by the client, client staff, assistants, suppliers, guests etc. must be paid for by the client.



Right to change prices

We reserve the right to make changes in the applicable prices.