

External Rental of Hanken Helsinki 2020 - Instructions

Rental

Hanken's spaces are rented for seminars, conferences or other similar events. Hanken has the right to deny rentals without motivation. The rent is binding after you, the lessee, receive a written confirmation of your booking. If you want to terminate the contract later than one week before the event, Hanken has the right to charge a fee of 20% of the agreed rent. Otherwise, the rent is charged in full after the event has been held.

Reservation times

A reservation of more than 5 hours is equivalent to a whole day. The event must end at 11 p.m.

Arrangements

The use of the Assembly Hall must not cause danger to people or damage the interior and materials. The use must not cause disarray or untidiness.

The following is prohibited in the Assembly hall:

- Candles and other open fire.
- Smoke developing objects (such as a smoke machine).
- Things that cause unreasonable debris (such as confetti).

In Hanken's Assembly Hall, drinks and food are prohibited. Damages and cleaning jobs that occur as a result of the lessee breaking the rules must be paid to Hanken. Music and other (sound) effects that may disturb the surroundings may be played in other areas than the Assembly hall on weekdays only after 6 p.m.

Technical support

Lessees can book an appointment with the AV team prior to the event to get instructions on the technology. Existing AV equipment is available. If you need technical assistance during the event, please contact events@hanken.fi. Technical support during the event is invoiced (€ 50 / h.)

Cleaning

If additional cleaning is needed after the event, Hanken has the right to charge for additional cleaning (€ 50/h). You can also book this in advance.

Caretaker and security services

At each external rental, Hanken's caretaker must be in place. Outside Hanken's official opening hours, 50 € / hour will be charged for janitorial and security services.

Accountability

The name of the contact person responsible for the event must be stated in the form, and the contact person must be available by phone during the event.

Additional Services

Catering services

Catering services are ordered through Fazer Food Services – please state if you need catering when you apply for the rental. Restaurant services are billed by Fazer Food Services.

Refurbishing:

Hanken's lecture rooms have a standard layout. For refurbishing, 60 € is charged.

Security costs:

At events with more than 200 participants, Hanken reports the event to the Police. Depending on the nature of the event, additional security costs may be charged.

Cloakroom services:

You can book cloakroom services in connection to the booking: 25 € / hour per cloakroom attendant (at least 2 attendants).

For further questions about the rental, please contact events@hanken.fi