

# Hosting an event in the Kitchen AU

The Kitchen AU is a busy house – and the home to more than 130 startups, who use the house as their workspace. The house is therefore always buzzing with people, and cannot be shot down for events. However, we consider our house a melting pot for all innovative minds – both from within and outside of Aarhus University - and we are happy to lend out our facilities.

## Before you book an event space, we recommend that:

- You visit The Kitchen before selecting your location. This is to make sure that you get the best venue for your event, etc
- You have a talk with our facility coordinator about your possibilities for your event.
- You book your location one hour before your event starts and half an hour afterwards. This way you have time to set up tables and chairs as preferred before you start and clean up the meeting room and return it to the standard setup after the event
- you bring your own clicker/pointer – and check that we have the converters, you need.

## Facilities

At The Kitchen you can book the following locations:

Room number and capacity	Technical equipment
Conference room, 1741-113 (capacity 30 pers.)	Full AV equipment, videoconference facilities
Boss meeting room, 1741-114 (capacity 10 pers.)	Full AV equipment, videoconference facilities
Raw meeting room, 1743-113 (capacity 12 pers.)	Full AV equipment, videoconference facilities
Playground venue, 1741-016 (capacity 70 pers.)	Full AV equipment
CleverCoffee coffee shop (capacity 30 pers.)	Transportable screen and speakers

### **What is included when you book a venue in The Kitchen:**

- Access to the Kitchen within opening hours from 08.00 to 16.30, Mon-Fri. After that the doors will lock.
- The AV equipment in the room – support not included.
- Chairs and tables in standard setup.
- Wi-Fi via Eduroam (students and employees). AU-Guest for external users
- Parking: We have 4-hour public parking across the street – however, they cannot be booked. Employees at Aarhus University with a registered parking permit can use the car park in Peter Sabroes Gade.

### **Extra services, which can be booked with The Kitchen**

- Access to closed areas and access outside of normal opening hours via temporary access card.
- Extra chairs, tables, white boards, etc.

### **Services which should be booked with external partners:**

- Technical support for AV equipment, sound system and hybrid video events
- Moving of furniture, please use Moebeltransport Danmark at au@mobel.dk.
- For catering, please contact our coffee shop; CleverCoffee at kaffebar@clevercoffee.dk
- Marketing and advertising of your events is not included

### **What we expect from you, when you use our venue:**

- You put chairs, tables etc. back in place. There is a guide in every room.
- You gather all tableware (if you booked catering), and place them together on the kitchen cart.
- You turn off the lights, close all windows and doors before you leave.

### **For all bookings to The Kitchen:**

- To book a meeting room, extra services etc. in the Kitchen, please contact thekitchen@au.dk
- If your meeting is cancelled, make sure to cancel both catering and your meeting room, please contact kaffebar@clevercoffee.dk and thekitchen@au.dk

**We look forward to a great collaboration and awesome events!**