

# Hosting an event at The Kitchen AU

The Kitchen AU is always buzzing with activity as we are home to more than 150 startups who use the house as their workspace. We consider our house a melting pot for all innovative minds - both from within and outside Aarhus University - and are happy to lend out our facilities for events. But please be aware that the house is always open for the people working here at all times as well.

## To book facilities at The Kitchen, we recommend that:

- You visit The Kitchen and have a look at our facilities to help you decide which room(s) fit your purpose
- You have a talk with our facility coordinator about how things work here and what we can offer to help you with
- You ask to have the rooms booked one hour before your event starts, and half an hour after your event ends. This will give you time to set up tables and chairs before your event and return everything to the standard setup afterwards. All rooms must be cleared and reset after use
- You check which converters we can lend you for your laptop, if you need this.
- That you have a clicker/pointer, if you need this. We do not have clickers/pointers for lending

## 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 in a booking at The Kitchen:**

- Access to The Kitchen within opening hours (Mon-Fri 08.00 to 16.30). The doors will automatically lock after this
- 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

### **Extra services available upon agreement:**

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

### **Services not provided by The Kitchen to be booked with external partners by yourself, if needed:**

- Any technical support for AV equipment, sound system and hybrid video events
- Moving of furniture. Please use Moebeltransport Danmark at [au@mobel.dk](mailto:au@mobel.dk)
- Catering. Please contact our coffee shop; CleverCoffee at [kaffebar@clevercoffee.dk](mailto:kaffebar@clevercoffee.dk) They will be happy to help you
- Marketing and advertising of your event

### **After your event:**

- Please put chairs, tables etc. back to the original setting. A guide for this can be found in every room
- Gather all tableware and place them on the kitchencart
- Discard of any trash you might have. Bins are provided for this
- Turn off the lights and close all windows and doors before you leave

### **When you are ready to request a booking:**

Please write [thekitchen@au.dk](mailto:thekitchen@au.dk) and provide us with date and time, number of people expected, which rooms you would prefer and whether you need any of the extra services we provide. If you have any questions, we are also happy to help. If your event is cancelled, please make sure to cancel both your booking with us and catering with [kaffebar@clevercoffee.dk](mailto:kaffebar@clevercoffee.dk), if you have booked this.

Parking: There is a 4-hour free public parking space across the street. Employees at Aarhus University with a registered parking permit can also use the car park in Peter Sabroes Gade. Unfortunately, we cannot help with any parking permits.

# **We look forward to a great collaborations and awesome events!**