

### **Rental conditions**

Every renter should have a responsible contact person, which will have responsibility for communication before, during and after the event. This person should also familiarize him-/herself with fire routines and placement of extinguishing equipment and help prevent vandalism and spillage. Renter is also responsible for payment and that the correct contact details are given.

### **Order/cancellation**

- The fixed rate should be paid in advance if nothing else has been agreed upon
- When ordering via phone or E-mail, the time of arrival should be provided. Keys to the venue are available for retrieval between 0900-1430, Mon-Fri.
- Cancellation must be notified at least 8 weeks before the rental date. Otherwise half the rent must be paid. Cancellation shall be made in written form.

### **Access to the venue – ending – locking**

- For renting Monday - Thursday you have to finish by 2300 if nothing else is agreed upon. Friday – Saturday and holidays should finish by 2400. Subject to prior agreement, extension can be permitted until to 0200 o'clock. Application for exemption should be sent to Samfunnshus Vest fao daily leader, well ahead of the arrangement.
- Due to our alarm system, the renter cannot unlock the doors to the venue before 0900 o'clock, and not on Saturdays and Sundays unless the venue is rented for that day.
- By the end of the rental period the venue should be cleared.
- Renter needs to check that coffee maker, cooker and such should be turned off when the renter leaves the venue. The renter is also responsible for that the lights are turned off, doors locked, and the outer doors closed when the renter leaves the building.

### **Dishwasher/cleaning up/emptying out the trash after an event**

- Utilities are included in the fixed price for renting the kitchen. The renter should make sure that all dishwashing is done and that the kitchen is in the same state as before being used. Necessary information is available in the kitchen.
- All garbage must be taken out and thrown in a container on the corner towards the subway station.
- Chairs and tables must be stacked, tables should also be put on carts and put in storage after use.

- Kitchen benches and tabletops must be cleaned and dried. Spillage of drinks on the floor (beer, wine, soda etc.) should be dried up as quick as possible as to not make permanent stains or give the cleaners unnecessary work. Extra work caused by bad cleanup will be billed to the renter

#### **Order/noise**

- The renter is responsible for order and decency in and around the building. You should have consideration for neighbors and other events in the house as well as outside.
- When renting after 24.00 o'clock all windows should be kept closed. All music must be at a noise-level at which neighbors in no way would be bothered by it.

#### **Alcohol / torches and light / breakage**

- According to alcohol laws it is illegal to sell alcoholic beverages.
- When using candles, caution must be given to fire hazard and an attempt to avoid spillage of candlewax on furniture and floors. There is not a requirement of using tablecloths on the salon tables
- It's not allowed to light up torches outside the building.
- Those who rent the venue are responsible for damage that should arise to the building and inventory in relation to the venue being rented out. All damages shall be reported and settled without delay.

#### **Music stereo/equipment**

- It's not allowed to bring your own sound system without prior consent. For use of an orchestra, a special application must be submitted.

#### **Fire instruction and extinguishing equipment**

Samfunnshus Vest has automatic firefighting equipment - direct line to Oslo Brannvesen.

- Every renter is responsible for familiarizing themselves, and inform personnel about routines for a fire alarm, where fire extinguishers are and the different fire-escapes and how to use the fire extinguishers:  
firefighting equipment and escape paths  
fire instructions
- Renters should at all times be aware of how many are in the venue at all times, have keys to the parts of the building they rent and have a plan for who will control and clear the rented area in the event of a fire alarm.

**Samfunnshus Vest SA retain the right to deny rental requests/renters that either is set up to break the rental requirements above or break the capacity limitation of the venue or has a subject that encourage the breaking of Norwegian law or comes from someone that has failed to pay for earlier rental arrangements.**

**If the renter does not follow the rules, the board can exclude that individual/renter for a shorter or longer period of time form the building.**