

# The Public Library of Kristiansand

## Event Room rental agreement

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Rentholder: \_\_\_\_\_

Address: \_\_\_\_\_

Billing address: \_\_\_\_\_

Agreed rent	NOK
Lights & sound training	NOK
Staff/hours	NOK
Arranging furniture before and after each event	NOK
Total	NOK

Date:

On behalf of the rentholder

On behalf of Kristiansand Public Library

Attachments: Rates and conditions for rent

### Rates for renting the Event Room

Event type	Rate
Events up to 5 hours	
- Non-profit organizations	Lease NOK 1500 per event + wage costs for staff, if outside the library's staffed opening hours
- Others	Lease NOK 3000 per event + wage costs for staff, if outside the library's staffed opening hours
More than 5 hours	
- Non-profit organizations	NOK 200 per hour
- Others	NOK 400 per hour
Lights and/or sound training	NOK 300. The sound system must not be used without proper training.

Wage costs for staff is estimated to NOK 500/hour per person. The presence of staff at external events are mainly for safety reasons.

The library's opening hours September to April:

Monday to Thursday 10 am – 7 pm

Friday 10 am – 5 pm

Saturday 10 am – 4 pm

Sunday 12:00 – 4 pm

During summer the library is closed on Sundays. Weekdays from June 15th to August 15th the library closes at 5 pm.

The costs of hiring an external soundtechnician, marketing the event and catering must be covered by the event organizers themselves. The organizer of the event is responsible for setting the furniture and clearing it afterwards. The room must be left in same condition as before use. At an extra cost, the library can arrange this.