

Price list for event and meeting rooms from 1 January 2022

Room	Minimum booking	Internal rate p/u in euros Mo - Fri 08.00 tot 22.00 h	Internal rate p/h in euros Saturday	External rate p/h in euros Mo - Fri 08.00 to 22.00 h	External rate p/h in euro's Saturday	Maximum capacity
Hoofdgebouw VU De Boelelaan 1105						
Aula	Three hours per half day	354	380	489	543	900
Auditorium	Three hours per half day	206	222	286	316	212
Agora 1	Three hours per half day	125	136	175	194	79
Agora 2,3	Three hours per half day	85	91	117	129	45
Agora 4	Three hours per half day	85	91	117	129	49
Agora 5	Three hours per half day	71	76	99	109	30
Agora 6,7,8	One hour	29	31	39	44	8
Agora 6 en 7	One hour	58	62	80	88	16
Aurora	Three hours per half day	88	96	122	136	60
FORUM 2	Three hours per half day	79	91	113	123	38
Meeting center						
FORUM 3,4	One hour	0	0	*	*	20
FORUM 5	One hour	0	0	*	*	12
FORUM 6	One hour	0	0	*	*	20
FORUM 7	One hour	0	0	*	*	12
FORUM 8,9	One hour	0	0	*	*	6
Gebouw MF Van der Boechorststraat 7						
Atrium	Three hours per half day	112	120	156	173	100
Meeting center						
Salutem 1	One hour	21	**	35	**	14
Salutem 2	One hour	21	**	35	**	18
Salutem 3	One hour	21	**	35	**	14
Gebouw OZW De Boelelaan 1109						
Alma 1/2	Three hours per half day	114	125	191	210	28

Gebouw NU De Boelelaan 1111						
Meeting center						
2A06	One hour	41	44	59	65	22
2A25	One hour	25	27	35	38	17
2A45	One hour	25	27	35	38	14
2A53	One hour	25	27	35	38	14
2A54	One hour	41	44	59	65	20
2A55	One hour	25	27	35	38	14
2A59	One hour	25	27	35	38	16
2A65	One hour	78	84	112	123	32

Gebouw Symphony Gustav Mahlerlaan 405						
Auditorium***	Three hours per half day	265	286	376	413	125
Moscow	One hour	106	114	149	163	70
Amsterdam	One hour	58	62	80	87	28
Amsterdam en Moscow	One hour	125	136	175	192	88
Shanghai	One hour	71	77	99	108	30
Sydney	One hour	71	77	99	108	32

The room rates include the opening and closing of the room and use of the PC and projector; the rates exclude additional services and facilities. A host service is included in the rates for Agora. Additional service fees may be charged at weekends.

* Rooms in the Forum meeting center cannot be booked by third party customers.

**Rooms in the Salutem meeting center will only be rented to third party customers after office hours (Mo – Fri, 17.00 to 22.00 h) conform the rental terms of the VU. The rooms cannot be booked on Saturdays.

***A service fee is charged in addition to the rental fee for the use of the Symphony Auditorium.

Cancellation fee

The agreement can be cancelled in writing by the client before the agreed rental date, provided any damages incurred as a result of the cancellation of the agreement are compensated. For the applicable cancellation fees, please refer to the terms and conditions for hiring the rooms.

Event coordination

Coordination by an event manager from the Events department is necessary for large and complex non-standard events in order to ensure coordination among all those involved in the event. This applies to both the preparations and the event itself. This work involves ensuring that the wishes of the organizers are consistent with the facilities available at the university. It includes finding and reserving rooms and planning the catering services, as well as organizing audio-visual and IT support and logistical requirements. All these matters are summarized in a facilities plan that includes an overview of all the operational responsibilities associated with the event. The event manager also handles the financial aspects such as requesting and preparing pricing estimates and invoicing. On the day or days of the event itself, the event manager is present at the start and can be contacted throughout the duration of the event. He or she will ensure that the event runs smoothly.

An hourly rate is charged for event coordination in euros.

Coordination Mon to Fri 7:00-18:00	65
Coordination Mon to Fri after 18:00 and Saturday until 16:00	97
Coordination Saturday after 16:00 pm, Sundays and holidays until 22:00	130

Set-up in the room

The Logistics division will ensure that the furniture that you require is set up for you in the room.

Room preparation fees in euros.

Aula, theatre set-up, 900 people (standard)	0
Aula, other set-ups	23,50
Aula, removal of forum table and replacement following event	23,50
Aula, removal of lectern and replacement following event	18,50
Auditorium, theatre set-up, 280 people (standard)	0
Auditorium, other set-ups	30
Auditorium, removal of forum table and replacement following event	34
Aurora, theatre set-up, 60 people (standard)	0
Aurora, other set-ups	30
Atrium, theatre set-up, 100 people (standard)	0
Atrium, other set-ups	30
Alma 1, classroom set-up, 28 people (standard)	0
Alma 1, classroom set-up (standard)	30
Agora rooms set-up (standard)	0
Agora rooms other set-ups	30
Forum 2, theatre set-up, 38 people (standard)	0
Forum 2 other set-ups	30

Set-up in reception areas

The Logistics division can rent a range of materials for facilities such as stands, poster presentations and information fairs.

The rental fees in euros charged by the Logistics division include set-up and removal per item, for a maximum of 5 days.

Rental fees in euros.

Posterbord	32,00
Signs for directions	15,50
Folding table	15,50
Fabric cover for folding table	10,50
Folding chair	6,50
Podium block element	13,50
Coat rail	23,50

Commercial stands

Commercial stands A daily fee of € 22,40 per 2m² will be charged for installing commercial stands in the Foyer and the reception areas adjacent to the Aula.

Audio-visual facilities

We use the university's Audio-visual Centre for audio-visual support for your event. They can attend to all your audio-visual needs. For further details, contact the centre at the following e-mail address: algemeen.avc@vu.nl.

IT

Visitors have free access to our WiFi network that can be easily requested. More information can be found on our website at service portal askIT <https://askit.vu.nl/tas/public/ssp/fb112edc-b09c-45f2-8a4c-66c1a7c93d28> or [IT-voorzieningen - Meer over - Vrije Universiteit Amsterdam \(vu.nl\)](#). You can also contact the IT service desk at the following e-mail address: servicedesk.it@vu.nl.

Security

A supplement is charged for emergency security requirements and other non-standard security requirements.

Security rates per quard per hour in euros.

Security Mon-Fri 07:00-18:00	50,99
Security Mon-Fri 18:00-24:00	55,05
Security Mon-Fri 24:00-07:00	59,12
Security on Saturday/Sunday	65,29
Security on public holidays	71,44

Catering

To order coffee, tea, lunches, drinks, etc. please refer to our caterer. You can order via

<https://vu.nl/nl/medewerker/eten-en-drinken/catering-van-koffie-tot-lunch-en-van-borrel-tot-feest>.

Electronic facilities

We have our own technical service for technical support during congresses and events. The fee for this service is € 50,00 per hour.

Piano/grand piano

You can hire the grand piano in the Aula or the upright piano in the Auditorium if you would like to add some music to your event. The instruments will be tuned before use. The rates depend on the day of the week and the time of the event.

The FCO Service Desk can provide more information about the support available for organizing standard meetings. For the coordination of larger meetings you can obtain more information at the Events department.