



UPPSALA
UNIVERSITET

Regulations for rental of the Grand Auditorium in the University Main Building

The University Main Building, inaugurated in 1887, is a unique landmark of late 19th century monumental Swedish architecture, with well preserved and splendid interiors.

The usage of such a building today is complicated and demands the utmost carefulness and consideration when it comes to transportation, indoor installations, wiring for extra lighting and sound and other adjustments.

Consequently, certain special considerations must inevitably be taken when arranging events at the University Main Building.

Staff

At events in the Grand Auditorium, fire safety staff must be present to ensure that in case of emergency, the building can be evacuated safely. The number of staff required is decided by the Main Building staff in dialogue with the client, taking account of the format of the event, the number of people in the audience etc. Uppsala University will engage the staff required to fulfil essential evacuation requirements. The cost will be charged to the client.

The client must contact the Service Centre three weeks prior to the date of the event to coordinate planning and preparations.

Security arrangements

For events with participants who may require specific safety measures, the Main Building staff will assess the situation if there are any such requests or needs.

If such measures are deemed likely, the Chief Security Officer at Uppsala University should be contacted immediately.

He or she will coordinate specific security measures with the relevant police authorities, the Swedish Security Service and/-or other stakeholders.

A risk assessment form must be filled in.

Fire safety

Emergency exits must be kept free of obstructions.

The University Main Building is equipped with automatic fire alarms (smoke and intrusion detectors). The fire alarm must always remain active and may not be turned off. No activities that could trigger the fire alarm are permitted in the Grand Auditorium. This includes artificial smoke and fog machines.

The client is required to review fire safety and evacuation measures with Main Building staff prior to the event.

Pyro technics, candles and other live fire are not allowed. Single candles (in a candlestick or candelabra) can be allowed on stage by agreement with Main Building staff.

Any props used should be chosen so as to keep fire hazards on and behind the stage to a minimum.

Fire compartment lines are not to be disabled. The doors between the stage and rear staircase must always be closed during events. Temporary arrangements such as loose cables through these doors are not allowed.

Parking wardens

The Fire Services have issued regulations prohibiting parking around the University Main Building when events with large audiences occur. To maintain these regulations, parking wardens are required and necessary wardens will be hired by Uppsala University. The cost will be charged to the client.

Evacuation message

When events with audiences larger than 500 people occur in the Grand Auditorium, a recorded message on fire safety, emergency exits etc. must be played before the start of the event.

Outdoor candles

Outdoor candles are a fire hazard and splashing stearine can cause damages to steps, facades and other stone surfaces.

Outdoor candles are only allowed in exceptional cases and then only outdoors. Requests should be made when booking rooms at the University Main Building and placement needs to be approved by building staff.

Smoking

Smoking is prohibited in the University Main Building and at its entrances. This also includes the dressing rooms. Smoking is only allowed in designated areas located away from the building.

The stage bannister and front row chairs in the Grand Auditorium

The brass bannister on the front edge of the stage and front row chairs are fixed furnishings. Removal of them will only be allowed in exceptional cases and can only be done by building staff. The cost of removal will be charged to the client. The client is responsible for consequences of any accidents that occur once the bannister is removed.

Organ, grand piano and harpsichord

A digital organ is available in the Grand Auditorium. Permission to use it must be obtained from the Academy Steward's Office.

Use of the Steinway grand piano and the harpsichord is permitted after consultation with the Academy Steward's Office. The grand piano must be handled with care. White gloves are to be used when moving the piano or harpsichord and no loose objects may be placed on top of either of them.

If it is necessary to move the instruments, building staff should be present.

Electric power supply

In the Grand Auditorium, one of each of the following electrical sockets are available on stage: 63A, 32A, 16A.

Foyer: please contact the Service Centre for information regarding the location of electrical sockets.

Any connection using power strips and extension cords, and their placements, must be made following instructions from technicians who will provide approved socket panels.

Telephone and data socket outlets

Temporarily routed cables may not be taped to floors and walls without permission from building staff.

Sound system

The available sound system in the Grand Auditorium is adjusted for speeches on stage. The client's own equipment can be connected following instructions from technicians. The speakers at the back of the stage are fixed furnishings and must not be removed.

Lighting system

The client is only allowed to supplement the existing lighting system following instructions from technicians.

Exhibition areas in the foyer

Areas in the foyer can be used for exhibitions, serving of food and beverages and registration tables. Foyer space can only be booked together with rooms in the University Main Building. The spaces are charged per square metre on a daily basis. Please contact bookings at the Main Building and/or Service Centre for more information.

Sales/ Marketing

After agreement with the Academy Steward's Office, the sale of products related to the ongoing event can be allowed in the foyer. This could involve for example, sales of books, records and other items by performing artists or lecturers.

Food and beverages

No consumption of food and beverages is allowed in the Grand Auditorium or any of the other bookable rooms in the University Main Building. Water is allowed but needs to be supplied by the client or ordered from Café Alma.

Light snacks and drinks are allowed in the foyer in connection with concerts, conferences and other events. Café Alma should preferably be used. You can find their contact information at the end of this document.

Permission to use other catering companies is only granted by the Academy Steward's Office.

Permission to serve alcoholic beverages needs to be obtained by the client, through Café Alma or any other hired catering company.

There is a small kitchenette with fridge and electrical sockets with timers for coffee machine/ kettle adjacent to the dressing rooms backstage. The facilities are for the use of participants in the event.

Cloakroom

Cloakroom can be hired, with or without attendants, adjacent to the foyer. Please contact bookings at the building for more information.

Advertising, information materials etc.

Advertising is only allowed on designated noticeboards. Information materials such as programmes or tickets can be placed in stands available at the University Main Building.

Charges for emergency responses

Any charges for emergency responses (fire and/or security alarms) caused by incorrect handling by the client or by staff hired by the client, will be charged to the client.

Damages and extra cleaning

Costs for repair and/or replacement due to damages to the building, its furnishings or equipment caused by the client or staff hired by the client will be charged to the client.

Extra cleaning costs will be charged to the client.

Request for banner display

Banners can be displayed on special occasions. Please contact the Service Centre for more information.

Parking

There are a few parking spots available outside the University Main Building. Parking is not allowed except in designated areas around the building. Events with large audiences, require parking wardens to be hired, which will be charged to the client. This is to ensure that parking does not pose a hazard to evacuation and rescue actions.

Loading and unloading

Loading and unloading of props etc. is to take place via designated rear entrances and transported through specific routes in the building. Delivery by vehicles is to be done following instructions from building staff. Vehicles have to be moved as soon as possible after loading or unloading and may only be parked in designated parking areas.

Contact information

Service Centre and technicians:

Opening hours, Mon – Fri: 08:00 – 16:30
018-471 1715

Chief Security Officer:

Fredrik Blomqvist
018-471 35 01
fredrik.blomqvist@uadm.uu.se

Cajisas kök/ Café Alma:

018-130 190
info@cajsas-kok.se
www.cajisas-kok.se

Bookings and billing:

018-471 49 62
universitetshuset@uu.se

Academy Steward's Office:

Gabriella Almqvist
018-471 17 13
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