

Villa Vinden: rents and terms from 06.03.2023

Föreningsrummet, association room Mon-Sat 63€/h

Conference rooms, meeting room Mon-Sat 68€/h

Concert hall Mon-Sat 85€/h

Minimum rental time 2 hours

Sunday, Saturday after 20.00 á Klock and public holidays+ 46€/hour

Staff allowance €40/h/person

The price includes rent, staff costs for the rental period (if more staff is necessary, a staff allowance will be added to the costs according to the above fee), decoration of the space, table setting according to Vindens selection (tablecloths, napkins, teapots, glasses, candles, vases, flowers), and the room's technology (in the concert hall a video cannon, two microphones and sound reproduction, in the meeting room a screen; you must bring your own computer with an HDMI connection, the cable can be found in the room), a portable speaker with bluetooth connection is also available at request. It is possible to arrange other special requests regarding technology, table setting and/or flower arrangements for an additional cost. The piano in the concert hall can be used without a separate fee.

In connection with the space rental, all catering, including drinks, must be arranged from the Cafe Villa Vinden. Since Kahvila Café Vinden has a liquor license, you may not bring your own drinks into the premises.

We reserve the right to adjust prices if there are changes in the purchase and maintenance prices.

Instructions for arrival and schedule:

- The space is available according to the reservation schedule. The staff will be there 15 minutes before the reservation starts.
- We invoice separately for the time exceeding your reservation, in addition to the rent, also for personnel costs and other costs.

- Meeting technology is available in the conference room and concert hall. In the concert hall: video projector, sound reproduction (wireless handheld microphone, wireless hands-free microphone). In the meeting room: a wall monitor that can be connected to a computer. You have to bring your own computer, there is an HDMI cable on the premises. No rent is charged for the technology.
- You arrive at the Villa Vinden premises from the courtyard, where you find a door and the stairs (4 floors) to the cafe. If you need to use the elevator, you can come to the main door at Tähtitorninkatu 2, and ring the doorbell there.
- Near the entrance you will find the wardrobe, three toilets, one of which is a toilet for the disabled.

Terms of order:

The customer must confirm the following information, which will be used for invoicing **no later than 14 days before the occasion:**

- The time of the reservation and the schedule of the event (e.g. when is the appetizer being served or meal, when are the speeches are held, etc.)
- Number of participants
- Content of the serving, diets and allergies
- Room decoration, technology
- Other wishes
- It is possible to correct the numbers of participants with +/- 10 % up until 4 days before the event. Villa Vinden will use the information available 4 days before the event, for invoicing.

Terms for payment and cancellation:

We accept the most common credit cards, such as Visa, Visa Electron and MasterCard. We can also invoice. The payment period is 14 days, the late fee is 14%

Villa Vinden has the right to cancel the event with reference to Force Majeure reasons.

If the customer cancels their event, the following cancellation conditions apply:

- Cancellation without charge at least 21 days before the event

- In case of cancellation less than 21 days, but more than 14 days before the setting, 25% of the total amount will be charged
- In case of cancellation less than 14 days, but more than 7 days before the event, 50% of the total amount is charged
- In case of cancellation less than 7 days before the event, 100% of the amount will be charged

We reserve the right to adjust prices if there are changes in the purchase and maintenance prices.

A warm welcome, and Villa Vinden will gladly arrange your event.

Villa Vinden

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