

## CONDITIONS FOR HOLDING PUBLIC CONCERTS AND OTHER EVENTS

*It is possible for external organisers to hold public concerts, lectures, debates, etc., in the Round Tower outside ordinary business hours. Permission for events is by written application to the Round Tower. The application describes the nature and purpose of the event and the desired manner of the performance.*

The Round Tower reserves the right to choose and prioritise among applicants. The content and duration of an event must be arranged with the Round Tower in advance. The content cannot be changed without a new agreement.

Applications for events in the Library Hall should normally be made at least two months before the event.

***The rules only apply to open public events. Concerts, lectures, etc., for an invited audience, are regarded as commercial activities, and different rules and prices apply.***

***Applicable conditions as of 20 August 2017:***

The concert/event usually takes place in the Library Hall's apse area where there are chairs and a speaker system.

The exhibition in the Library Hall must not be altered. The setup must be respected.

The definition of a public event means that there can be a maximum of one-third invited guests.

Any use of the Round Tower in marketing must be approved in advance by the Round Tower.

Cancellation of an event must be made at least four weeks before the event date. There is a fee of DKK 1,250 for cancellations after the deadline of four weeks.

The organiser is responsible for payment of KODA charges.

### ***Price:***

The organiser pays the Round Tower a fee of DKK 55 per guest (minimum for 75 persons). The fee is paid within 14 days after the event has been held.

It is allowed to charge an extra entrance price, for example DKK 150, that includes the DKK 55 for the Round Tower. The fee to the Round Tower is not subject to VAT.

There is a projector, screen, digital displays, and various microphone systems for debate events. The price is by agreement.

### ***Sale of tickets:***

Tickets must be sold via the Round Tower's own webshop. This service is free for the organiser and guests. All forms of payment cards can be used. Any remaining tickets can be sold on the day at the entrance (the Round Tower's own ticket desk). Any free tickets must be agreed between the organiser and the Round Tower.

If the event is cancelled and the tickets sold are refunded, there is a fee of DKK 20 per ticket for administration.

A settlement of accounts is sent to the organiser within two weeks after the event date.

The Round Tower cannot be held responsible for errors when issuing tickets.

**Rehearsals:**

Normally, rehearsals cannot be held before the concert, unless otherwise agreed, due to the exhibition. Rehearsals, for example, the evening before, can be agreed upon payment for special openings (min. 3 hours at DKK 250)

**PR & marketing:**

It is expected that the organiser arranges their own PR & marketing of the event, and use of the Round Tower for this must be approved by the Round Tower.

The Round Tower usually includes events in the tower's general marketing on rundetaarn.dk, Facebook and in Newsletters, etc. The Round Tower does not issue press releases and nor does it announce the event in the media. A short text is prepared in English and Danish by the organiser to use for general publicity in the Round Tower's media.

All rights to pictorial material used in marketing must be secured by the organiser.

**Before the event:**

There can be chairs for a maximum of 150 guests if the current exhibition does not prevent it. In the case of electrically amplified music, it is the organiser's responsibility to get staff to man any sound system. The organiser is responsible for transporting instruments and other equipment. The Fire Service's requirements for the use of the room must be observed. Lighting on the scene section is carried out by the Round Tower in agreement with the organiser. Additional lighting can be agreed with the Round Tower and at the organiser's expense.

**During the event:**

The doors are closed when the event begins.

If you want the doors open during the event, this requires extra supervision, at a cost of DKK 250 per commenced hour, and a minimum of three hours. Instructions from the Round Tower's staff must be followed during preparation and during the event.

There will be two members of the Round Tower's staff present during the event itself.

The staff's job is primarily to control access and to man the counter. The organiser is responsible for all other functions at the event.

The duration of the event, including setup, rehearsal and the finish must be no more than four hours. If you want access to the tower for a longer time, it costs DKK 500 per commenced hour.

**Sales in the cafe, etc.:**

The organiser can sell event relevant items (CDs, posters, etc.) on the event day. The Round Tower can, for a fee, be in charge of sales, but it must be agreed no later than three days before the event.

The organiser is not allowed to provide their own catering and serve their own drinks – it must be agreed with the Round Tower's cafe. Normally, the Round Tower's cafe is open before the event and during breaks.

**Piano:**

A newly tuned Steinway B grand piano can be made available by agreement for a fee of DKK 1,250. If the piano tuner must work on Saturdays, Sundays or public holidays, you should expect a surcharge of up to 100%.

**For all enquiries about concerts/public events, please contact:**

**Ditte Marie Lund**

The Round Tower, Købmagergade 52a, DK-1150 Copenhagen K  
Tel.: +45 33 73 03 73/+45 28 71 14 08 – E-mail: dml(a)rundetaarn.dk