

# Price list & conditions

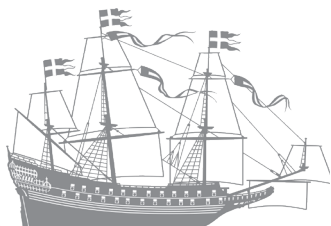
Evening arrangements 2022

*Welcome to one of the most frequently visited museums in Scandinavia*



**VR**  
VASAMUSEETS  
RESTAURANG

**VASA**  
MUSEET



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## Welcome to a unique experience!

On the 10<sup>th</sup> of August 1628 *Vasa*, a magnificent warship, sank on the maiden voyage. The ship was discovered almost intact 333 years later – a time capsule from the 1600s. *Vasa* engages and excites those of curious and enquiring minds. With almost 1,5 million visitors a year, the Vasa Museum is one of the most visited museums in Scandinavia and has been nominated to the list of best museums in the world several years in a row.

More than 2 500 successful evening events have been arranged since the opening of the Vasa Museum's current premises. At the Vasa Museum we pride ourselves in our dedication to create an unforgettable evening for you and your guests.

## The Ship Hall

The spacious Ship Hall is the perfect venue for dinners and receptions. The Ship Hall accommodates up to 800 seated guests and up to 2 000 guests at standing receptions.

Start with a drink and a tour around the *Vasa* presented by our knowledgeable guides before taking your seat for dinner under the warship's magnificent bow. With *Vasa* as a unique backdrop and the grandiose atmosphere of the Ship Hall, we promise you an evening to remember.

## Arrangements in the Ship Hall

The prices apply for the period 2022-01-01 – 2022-12-31.  
Catering costs are not included.

The Vasa Museum accept bookings up to 800 seated guests or standing receptions up to 2 000 guests.

NUMBER OF GUESTS	PRICE IN SEK <i>The Vasa Museum's prices are exempt from VAT</i>	EARLIEST ARRIVAL TIME
		LOW SEASON/HIGH SEASON <sup>1</sup>
1 - 200	48 000	18.00/19.00
201 - 400	55 000	18.30/19.30
401 - 600	68 000	19.00/20.00
601 - 800	74 000	19.00/20.00
801 - 1 200	93 000	19.00/20.00
More than 1200	By proposal only	19.00/20.00

<sup>1</sup> At the Vasa Museum's low season last between 1 September–31 May, high season between 1 June–31 August.

THE VASA MUSEUM'S BOOKING OFFICE  
Phone: +46 (8)-519 548 70  
E-mail: bokningen.vasa@smtm.se  
www.vasamuseet.se

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## Additional costs for arrangements in the Ship Hall

The Vasa Museum's prices are exempt from VAT

Arrangements on Swedish public holidays	8 800 SEK	
Security personnel (in addition to regular staffing)	500 SEK/hour	min. charge 2 000 SEK
Charge to keep the Vasa Museum's shop open <sup>1</sup>	3 000 SEK/hour	
Arrangement ending later than 23.00/24.00 <sup>2</sup>	6 000 SEK/hour	

### Explanation regarding the additional prices

- 1 On request The Vasa Museum's shop can be open during the first hour of the event. This must be booked at the latest 2 weeks before the event. Please contact the Vasa Museum's booking office for further information.
- 2 From 1 September–31 May the Ship Hall is available until 23.00 and from 1 June–31 August the Ship Hall is available until 24.00. If a later ending of the evening is desired, this must be booked 2 months before the event.

Additional costs from the Vasa Museum's restaurant are offered separately, please see appendix.

## Evening tour

The prices apply for the period 2022-01-01 – 2022-12-31.

Catering costs are not included. This arrangement is subject to *Special Conditions*.

It is possible to combine an evening tour with a shorter reception in the Ship Hall, before or after the tour. Another possible option is to combine the tour with dinner in the Vasa Museum's restaurant after the evening tour. Seated dinners or standing receptions for up to 150 guests can be arranged in the restaurant.

NUMBER OF GUESTS	PRICE IN SEK	ARRIVAL TIME
		LOW SEASON/HIGH SEASON
1 - 35	8 400 <sup>1</sup>	17.30/18.30
36 - 150	250/guest	17.30/18.30

The Vasa Museum's prices are VAT exempt

For more than 150 guests, please see **Arrangements in the Ship Hall**.

Please note that the Vasa Museum does not offer evening tours on Wednesdays during low season (1 September–31 May), however, it is possible to book a guided tour during opening hours, as the museum stays open until 20.00 during this period.

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## Venues

The Vasa Museum is not a suitable venue for fairs, exhibitions, press conferences, election night watch parties, sales campaigns or any similar arrangements.

### The Ship Hall

The Ship Hall can accommodate up until 800 seated guests and 2 000 guests at standing receptions. Due to the ongoing preservation of the Vasa, restrictions are in place regarding what you may or may not do. Events requiring extensive equipment or intrusive modifications of the venue are not suitable for the Ship Hall.

During low season (1 September–31 May) the basic offer of the Ship Hall includes availability between 18.00 – 23.00, during high season (1 June–31 August) between 19.00 – 24.00. For later departure and further details, please contact the booking office.

#### ENTERTAINMENT

- › It is possible to arrange music and other kinds of entertainment during the event at the Vasa Museum. All entertainment must first be approved by the Vasa Museum's booking office. In order to offer the best possible service during the event the booking office requires information regarding changes or additions to the planned entertainment. If desired, the booking office can assist with suitable entertainment suggestions.
- › Due to the Ship Hall's sensitive environment the maximum sound level in the Ship Hall is 79 dB.
- › By law the Vasa Museum is obligated to report any music entertainment to **STIM**.
- › Rehearsals and sound checks have to be planned outside the Vasa Museum's opening hours; low season (1/9–31/5) 10.00–17.00 (Wednesdays at 20.00) and high season (1/6–31/8) 08.30–18.00.
- › A dressing room can be arranged for artists or event staff. Keys to the room will be trusted to the person in charge of the event and are to be returned to the Vasa Museum's staff by the end of the evening.

#### EQUIPMENT AND SET UP

- › All set up on the premises must be approved in advance by the Vasa Museum's booking office. For further information regarding restrictions, please contact the booking office.
- › Technical and stage set up are permitted before or after regular opening hour. Exceptions are granted very rarely and are highly restricted. Additional fees may apply.
- › All goods and equipments brought for the occasion must be removed immediately after the event.
- › If additional cleaning is necessary due to nature of the event, an extra charge will be imposed.
- › Delivery of goods and equipments must be made through the existing climate regulating doors at the Vasa Museum's goods entrance. The Vasa Museum's staff must be contacted upon arrival at +46 (0) 8 519 548 55 or +46 (0) 8 519 548 33.
- › Entrance gate dimension for delivery of goods: Height: 2 m (6,5 ft), width: 1,2 m (3,2 ft), length 2,8 m (9,2 ft).

#### ADDITIONAL INFORMATION

- › The Ship Hall's permanent temperature is 18 degrees Celsius. Thus, it is important that guests are informed to dress warmly. The Vasa museum has warming ponchos on offer. This needs to be pre-booked by the client.
- › Larger parts of the floor at the entrance level is made out of cobble stones, thus high heels are can be inconvenient.
- › Unsupervised wardrobe and lockers are available inside the museum.

#### BAR AND DANCE

- › Bar and dance floor can be set up in the restaurant after the event in the Ship Hall. This has to be booked separately. For more information, please see the appendix regarding the Vasa Museum's restaurant.

#### VASA MUSEUM'S SHOP

- › The Vasa Museum's shop can upon request stay open during the first hour of the event. Reservation of this must be made no later than 14 days before the event. A fee to stay open will be charged by the Vasa Museum, which will be subtracted on the total sales if it exceeds the sum of the fee. See **Additional costs for arrangements in the Ship Hall**.

## Special conditions regarding guided evening tours

A guided evening tour is recommended to begin 30 minutes after the Vasa Museum's regular opening hours, 17.30 during the low season (1/9 – 31/5) and 18.30 during the high season (1/6 – 31/8). Tours ending later than 18.30 during the low season or 19.30 during the high season cannot be confirmed until earliest two months in advance.

Please be informed that guided evening tours cannot start before 20.30 on Wednesdays during low season, as the Vasa Museum stays open until 20.00, although it is possible to book a private guided tour during opening hours.

The Vasa Museum will do its utmost to ensure a great evening for client and guests. Kindly note, other guided tours may be booked on the same evening. Late arrival can affect the length of the tour.

## Staff

Rent of the hall includes necessary staff from the Vasa Museum to keep the museum open during the event. The museum's event staff will also be on duty during the evening for hosting and security. Basic event planning and preparations ahead of the event are also included.

If additional planning and preparation time is deemed necessary due to the size or complexity of the event, a separate agreement will be made regarding additional costs. The same applies if the client requests more staffing than included in the standard rate for the event.

## Responsibilities

The client is responsible for:

- › Informing the guests about the Vasa Museum's constant temperature of 18 degrees Celsius.
- › Making sure rules and restrictions are being followed.
- › Informing any external personnel about the Vasa Museum's and the Vasa Museum's Restaurant's conditions, regulations and restrictions.
- › Ascertaining that the Vasa Museum's instructions for entering and exiting the premises are followed. This applies to both guests and any external personnel.
- › Ascertaining that everyone abides to the staff's orders in case of emergency.
- › Appointing a person in charge and relay name and phone number to the Vasa Museum and the Vasa Museum's restaurant to be contacted in case of emergency. Notification must be made at least one day before the visit.
- › Reporting any damages occurred to the premises, the equipment or the inventories to the museum/restaurant staff.

The Vasa Museum and the Vasa Museum's Restaurant will not take responsibility for items left on the premises after the event. Damages made by the client, the client's staff, delivery services, suppliers or guests will have to be covered by the client.

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## Booking Conditions

### Preliminary booking

When a preliminary booking is made, the booking office will provide the client with a deadline for a definite booking, usually no more than 14 days later. If The Vasa Museum receives additional inquiries regarding the same date, priority of the bookings will be managed according to the order the booking office received them.

### Written confirmation

The Vasa Museum's booking office will send the client a confirmation as soon as the booking is definite. This confirmation needs to be signed and returned to the booking office within 14 days.

### Alterations

- › The final number of guests must be confirmed 30 days before the event and will form the basis of final payment. Thereafter, the client is allowed to increase the number, not decrease it, with a maximum of 10 % and must give notice 14 days prior to the visiting date. When re-booking or changing a previous arrangement a new booking confirmation with the new conditions will be sent to the client.

### Cancellations

Cancellations must be made in writing and sent to [bokningen.vasa@smtm.se](mailto:bokningen.vasa@smtm.se). Conditions for cancellation are provided with the booking confirmation. The fees for cancelling a signed contract are as follows:

#### Cancellation of Arrangements in the Ship Hall & Evening tours and dinner in the restaurant

- › The client has the right to cancel up to 30 days before the event without any extra charge.
- › For cancellations made 29 to 0 days before the event 100 % of the rental fee will be charged.

#### Cancellation of Evening tours

The client has the right to cancel up to 14 days before the event without any extra charge.

- › For cancellations made 13 days to 7 days before the event 50 % of the fee will be charged.
- › For cancellations made later than 7 days before the event 100 % of the fee will be charged.

If the signed conditions are not followed or international payments not made on time, it will be seen as a cancellation made by the client and the above stated cancellation fees will be applied.

## Additional Information

- › The Vasa Museum reserves the right to make changes in prices and conditions.
- › If the cost of the event increases due to raised taxes or any other circumstances that are beyond the Vasa Museum's control, the Vasa Museum retain the right to debit the additional costs to the client. The client will be informed of this immediately.
- › The Vasa Museum retain the right to cancel any booking without further compensation in situations such as strikes, lock-outs, fires, pandemic or any other unforeseen circumstances beyond the Vasa Museum's control.

## Payment

### Payment for venue and evening tours

#### INTERNATIONAL PAYMENTS

International reservations require full payment 30 days prior to the booked event. The Vasa Museum will send a Pro Forma invoice by e-mail. If the client fails to make the payment on time, it will be seen as a cancellation made by the client and the cancellation fees stated under **Cancellations** will be debited.

#### PAYMENT INFORMATION VASA MUSEUM/SWEDISH NATIONAL MARITIME & TRANSPORT MUSEUMS

Danske Bank, SE-103 92 Stockholm

SWIFT/BIC: DABASESX

IBAN No: SE26 1200 0000 0128 1011 3211

VAT: SE2021 0011 3201

#### NATIONAL PAYMENTS/FINAL DEBITING

The final payment on outstanding debts must be paid by invoice, no later than 30 days after the invoicing date.

Interest charges are applied on late payments and follow the Swedish interest law. If a payment reminder is sent out, a reminder fee will be applied in accordance to the Swedish law.

## Contact information

### Venue inquiries

Phone: +46 (8)-519 548 70

Monday – Friday 10.00 – 12.00 & 13.00 – 15.00

E-mail: [bokningen.vasa@smtm.se](mailto:bokningen.vasa@smtm.se)

[www.vasamuseet.se](http://www.vasamuseet.se)

### Visiting address

Galärvarvsvägen 14  
115 21 Stockholm

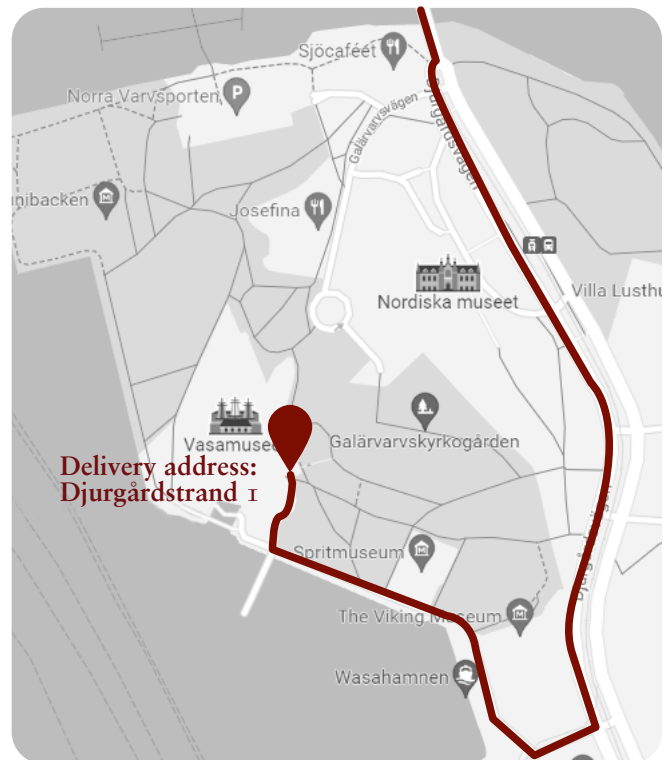
### Delivery address

Djurgårdstrand 1  
115 21 Stockholm

Due to limited space, all deliveries need to be announced in advance. Deliveries and messenger services may arrive after 13.00 on the day of the event.

### Bus parking

Bus parking is outside the Vasa Museum's main entrance.



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[www.vasamuseetsrestaurang.se](http://www.vasamuseetsrestaurang.se)

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## Appendix

### The Vasa Museum's restaurant

The Vasa Museum's restaurant is infused with a maritime atmosphere and offers captivating views of spectacular ships from the early 1900s: the ice breaker Sankt Erik and the lightship Finngrundet. A large terrace with evening sun over the islands Skeppsholmen and Kastellholmen contributes to the experience.

The Vasa Museum's restaurant is located in a separate venue inside the museum building and accommodates up to 150 seated guests and 240 guests at standing receptions. The restaurant can also be used as a venue for bar and dance in connection to events in the Ship Hall, as well as booked separately for dinners. Please contact the restaurant for more information.

### Offer and Menu

The Vasa Museum's restaurant offers menu suggestions separately from the Vasa Museum. Please contact the restaurant for information, special requests for menu, table settings, etc.

### Additional costs for the Vasa Museum's restaurant

*A VAT of 25 % has to be added on to the Vasa Museum's restaurant's price list.*

Start-up cost for the restaurant (groups up until 35 p)	4 800 SEK (excl. VAT)
Arrangements later than 01.00	2 400 SEK/hour (excl. VAT)

### Booking Conditions

#### Cancellation of dinner in the restaurant and the Ship Hall

- › The client has the right to cancel up to 30 days before the event without any extra charge.
- › For cancellations made 29 to 0 days before the event 100 % of the menu cost will be charged.

#### Additional Information

- › The Vasa Museum's restaurant reserves the right to make changes in prices and conditions.
- › If the cost of the event increases due to raised taxes or any other circumstances that are beyond the Vasa Museum's restaurant's control, the Vasa Museum's restaurant retain the right to debit the additional costs to the client. The client will be informed of this immediately.
- › The Vasa Museum's restaurant retain the right to cancel any booking without further compensation in situations such as strikes, lock-outs, fires, pandemic or any other unforeseen circumstances beyond the Vasa Museum's Restaurant's control.



## Payment

### Payment for food and drinks

#### ADVANCE PAYMENT

The Vasa Museum's restaurant will charge advance payment of the total cost (100 %) and a 50 % payment of the rental cost for the restaurant. The payment is due no later than 10 days before the date of the event.

#### INTERNATIONAL PAYMENTS

International payments are due no later than 30 days ahead of the event. Failure to make the payment on time, will be seen as a cancellation made by the client and cancellation fees stated above will be charged. If additional charges have to be paid after the event, the same rules apply.

#### PAYMENT INFORMATION FOR THE VASA MUSEUM'S RESTAURANT

Östgöta Enskilda Bank, Box 7523, SE-103 92 Stockholm

SWIFT/BIC: DABASESX

IBAN No: SE11 1200 0000 0133 8014 8822

VAT: SE5563 8586 6001

## Contact information

### Food and drinks inquiries

Phone: +46 (8)-661 16 20

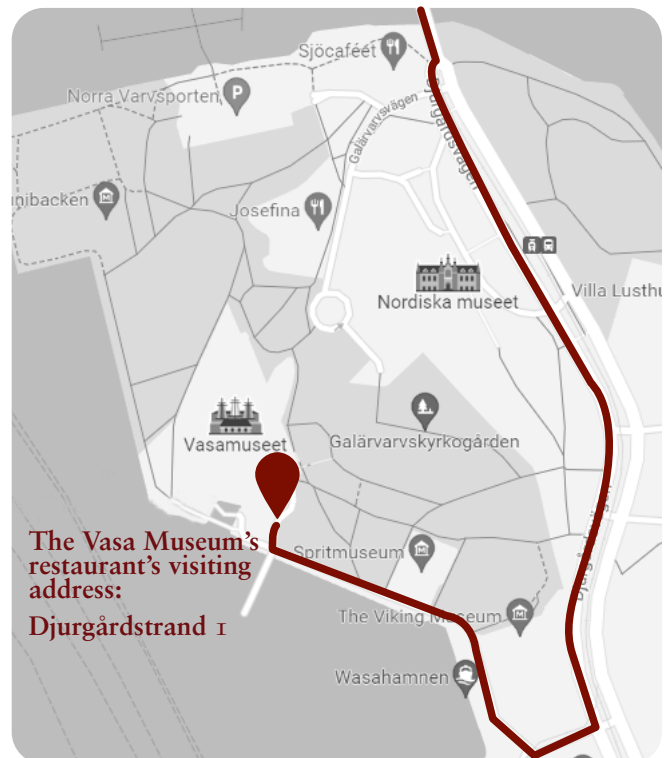
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