

Maritime Museum price list and conditions in connection with rental of Maritime Museum premises

The premises of the Maritime Museum offer unique possibilities for companies up to 200 pax. During summer it is also possible to rent the Captains' salon of our museum ship, the Icebreaker Sankt Erik, which is berthed at Galärvarvet, close to the Vasa Museum at Djurgården.

Guided tours are included in the booking and can be adapted according to request. The exhibitions and artefacts of the Maritime Museum contribute to an extraordinary event.

Conditions

Rental during opening hours refers to 10:00-17:00. Request for earlier start of the meeting and/or conference can be arranged by agreement with the Maritime Museum. If the client needs access to the premises before 10:00, this has to be stipulated ahead of time before the meeting/conference takes place.

According to the price list of the Maritime Museum, an hourly charge will be added before 10:00 and after 17:00. The exhibitions close to the public at 17:00, and conference guests will then have access to the public part of the basement floor as well as the café, unless otherwise decided.

If the client wishes to rent the entire museum, including the Memorial Hall, between 17:30-22:00, a charge of SEK 17 000 will be applied. The price thereafter is adjusted to SEK 28 000, which applies to renting the museum until 01:00 at the latest.

Price list¹

VENUE	TIME	PRICE IN SEK
The Auditorium	Kl. 08.30–12.30	7 000 SEK
	Kl. 13.00–17.00	5 000 SEK
	Kl. 10.00–17.00	10 000 SEK
Queen Victoria's salon	Kl. 08.30–12.30	6 000 SEK
	Kl. 13.00–17.00	4 000 SEK
	Kl. 10.00–17.00	7 000 SEK
The Memorial Hall, incl the museum	Kl. 17.30–22.00	17 000 SEK
	Kl. 17.30–01.00	28 000 SEK
The Café and basement floor	Kl. 17.00–01.00	2 000 SEK/started h
Access to venue	Before the appointed time	2 000 SEK/started h

¹ Subject to future price adjustments. Prices are for the premises in its existing state.

Existing equipment

Listed below is the equipment the Maritime Museum can provide in each venue. Other equipment must be rented by the client from an external party, in agreement with the Museum.

The client may bring their own computer. Please remember to bring a converter for VGA- or HDMI-input if it is an Apple.

The Auditorium (cinema seating, max. 100 pax)

- Projector
- Projector screen
- DVD player (Blu-ray)
- Handheld microphones: 2 pcs
- Headset microphones: 4 pcs
- Podium
- Flipchart: 2 pcs
- Whiteboard (flipchart size): 2 st
- Stage in five sections (each section is 80 x 150 cm, height 30 cm)²
- Wireless Network

Drottning Victorias Salong (max 20 pers)

- Projector (HDMI input only)
- Projector screen
- Flipchart/Whiteboard: 2 st
- Wireless Network

Minneshallen (max 200 pers)

- Stage in five sections (each section is 80 x 150 cm, height 30 cm)²
- Podium
- Audio system for speech, with two wireless microphones
- Wireless Network

N.B.! There is no sound system for music in the Memorial Hall. For events with longer speeches/lectures in the Memorial Hall we recommend the addition of carpeting for better acoustics. The Maritime Museum can arrange rental of carpeting from an external party. The client is responsible for the cost thereof.

² A fee of SEK 350 will be charged for the stage.

Guided tour

When booking a venue, a guided tour for a maximum of 25 pax is included. A guided tour lasts for about 45 minutes. If the company is larger than 25 pax, and more guided tours are desired, a fee of SEK 450 will be added per group of max. 25 pax/group. It is also possible to replace the guided tour with a 15-30 min long introduction for the entire group.

The starting time of the guided tour can vary, depending on the desired tour. Please contact the booking manager for more details.

The guided tours available for booking are the general tours we currently offer. Please see page 6 for more information about the tours. If a certain theme is desired for the guided tour, the Maritime Museum will try to meet the request – for an agreed fee – provided that resources and staff are available.

Food and drinks

All food and drinks in connection with the rental of the Maritime Museum premises are ordered via Sky West AB, which runs the museum's café business. The customer orders and cancels directly via SkyWest, which enter into their own agreements with the client, and invoices the client separately.

Contact information

sjohistoriska@skywest.se
info@skywest.se

Cancellation policy

The client has the right to cancel the booking of the premises at no extra charge up to 15 days before the booked visit date. If cancelled 14-7 days before the visit, the client is required to pay a cancellation fee of 50 % of the agreed amount. A fee of 100% of the agreed amount will be charged for cancellations 6 days ahead of the booked visit date.

Cancellations are to be made by e-mail to bokningen.sm@smtm.se, or by phone on Mondays to Fridays (except public holidays) between 13:00-15:00 on +46-8-519 549 30.

Please note that cancellation regarding food and drink is to be directed to Sky West AB directly, and not through the booking office of the Maritime Museum.

Payment

Method of payment must be stated at the time of booking. The booking can be paid by card, cash or invoice. The client must, at all times, specify the billing address, regardless of the payment method. In case invoice is the preferable method of payment, an invoice will be sent after the visit and must be paid within 30 days of the billing date.

Personal data

The client is responsible for submitting correct and complete personal data in connection with the booking.

The Maritime Museum processes personal data in accordance with the privacy policy of the Swedish National Maritime and Transport Museums, which you can find here: <https://www.smtm.se/en/about-us/processing-of-personal-data>

Sustainability

The Swedish National Maritime and Transport Museums are an environmental certified authority according to the ISO standard 14001. The Maritime Museum is constantly working to improve its environmental work and support a sustainable development. Part of the sustainability work is about inspiring and encouraging our stakeholders regarding sustainable choices. In the evaluation that may be sent out in conjunction with a booking when an external party has utilised Maritime Museum's services and/or premises, questions are asked in order to improve our environmental management as well as our sustainability.

Force majeure

Strike, lockout, fire, and circumstances beyond the control of the Maritime Museum, justify cancellation of the agreement without the obligations for the Maritime Museum to pay damages.

Other

- The Maritime Museum reserves the right to refuse a booking/arrangement that can be associated with values that contradict those of the authority value base and/or damage the Maritime Museum's brand.
- The Maritime Museum reserves the right to charge extra fees regarding offences by the client that bring delays and/or other costs to the museum.
- Please note that open flame devices are strictly prohibited on Museum premises. Battery-driven candles are approved.
- The Maritime Museum is open to the public Tuesday – Sunday 10:00-17:00. Please show consideration to the other museum visitors during the museum's opening hours.

To be completed by the client and sent back to the booking office of the Maritime Museum

We wish to book The Auditorium Queen Victoria's salon
 The Memorial hall, incl. the museum Café incl. the basement floor

Date: _____ We estimate _____ people

We would like access to the venue from _____ to _____ .

Vi önskar använda följande utrustning:

N.B.! Make sure that the equipment you wish to use is listed (see p. 2, under **Equipment**) under the venue you want to book, seeing as some of the listed equipment is not portable.

- | | |
|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Projector | <input type="checkbox"/> Flipchart, qty: _____ |
| <input type="checkbox"/> Projector screen | <input type="checkbox"/> Whiteboard, qty: _____ |
| <input type="checkbox"/> Handheld microphone, qty: _____ | <input type="checkbox"/> Audio system for speech |
| <input type="checkbox"/> Headset microphone, qty: _____ | <input type="checkbox"/> DVD player |
| <input type="checkbox"/> Podium | <input type="checkbox"/> Stage, number of parts: _____
Outer dimension on assembled stage: _____ cm |

Other requests, such as theme on special display, X number of tables and extension cords, etc. (The Maritime Museum will do their best to accommodate any requests. However, the museum cannot guarantee anything and extra charges may be applied):

We would like a guided tour of:

- The Museum's highlights***, about the museums most unique and exciting artefacts
 The Voyagers, about the Swedish East India Companies travels during the 18th century

The tour should start at _____ We wish a guided tour for _____ of people

The tour should be in Swedish English other: _____

The chosen method of payment*:

- Invoice Credit/debit card Cash

Invoice data, and if required, any reference (must be filled in regardless of chosen payment method):

Contact person*: _____

Contact information*: _____

By the signature below, I guarantee that I am aware of and approve the conditions that apply to venue leasing at the Maritime Museum

Signature and date*

Printed name*

.....
*Required information to enter.

N.B. The form is to be filled in, scanned or photographed and then sent back to bokningen.sm@smtm.se. It is also possible to send by post to: [Sjöhistoriska museet, att: Bokning, Box 27 131, SE-102 52 Stockholm](#). The booking cannot be confirmed until a completed form is received by the booking office at the Maritime Museum.

SJÖHISTORISKA

en del av STATENS MARITIMA och TRANSPORTHISTORISKA MUSEER