

CONDITIONS FOR FREE USE OF THE VOX-POP SPACE:

- It is a cultural event
- The event is connected to the Humanities
- The event is linked to the University of Amsterdam
- The event is free and open for all

Does your event not meet our conditions, but would you still like to use the space? It is possible to rent VOX-POP for (part of) the day. Please contact us at voxpath@uva.nl.

Our building is open Monday to Friday 07.00 – 20.00 h.
(Extended hours are possible in consultation.)

Anyone in possession of a UvA-staff card can enter the building. No UvA-card? Please let us know in advance if you need to make preparations for your event. E-mail to voxpath@uva.nl.

Because our aim is to make our space available to a wide variety of initiatives we would like to ask you if you could introduce VOX-POP to your public at the start of your event: VOX-POP is the creative space of the Faculty of Humanities at the University of Amsterdam. We are a cultural space where UvA students, -staff and residents of Amsterdam can organize and visit free events.

BUILD UP:

Please let us know in advance how much time you will need to build up your event and when you would like to do that. If any catering or furniture will be ordered, the time of delivery should be decided upon in consultation with VOX-POP. This to make sure there will be no nuisance related to the build up of the event.

CLEANING UP:

Make sure to leave the space clean and in its original layout. In the bar you'll find a bucket containing cleaning materials. Don't leave anything in the space that wasn't there before the event so that other people can make use of a clean space after you. Make sure to take all your belongings with you **the same day**.

- Empty the trashcans and leave the trash in front of the front desk.
- Please leave PET bottles and glass in the right containers in the bar.
- Is all furniture back in the same place? Make pictures of the original layout of the room if you are moving a lot, so the room can be left with the same layout you found it.
- Are the dishes done and is everything back in its place?
- Please leave the kitchen clean and tidy.
- Is the space clean without forgotten cups or litter lying around?

- Did you clean the bar?
- Is the coffee machine empty and clean?
- Are all thermos flasks empty and clean?
- Did you take the chalkboard back in?
- Are all loaned items back in place?

THE SPACE

There are two wireless microphones available. Please let us know if you will need them beforehand. Use of microphones usually isn't necessary for groups smaller than 40 people.

Please make sure to **bring your own laptop** and to connect only **one laptop** to the beamer. The projector screen will come down automatically after you connect your laptop.

You are free to arrange the space as you like and move furniture if necessary. However, please make sure to leave the space as it was beforehand. **LIFT THE FURNITURE** when you move it to avoid damaging the floor. **The blue couch at the entrance may NOT be moved.**

Present in the space:

- 34 comfortable chairs
- 22 wooden chairs
- 7 stools
- 1 couch (fits 3 people)
- 1 whiteboard + markers
- Extension cord
- Beamer + boxes (beamer goes down automatically after attaching laptop) VGA, HDMI, thunderbolt (Apple) and aux-cable present.
- Lectern
- Chalkboard + chalks
- Coat rack
- Room screen
- Two tables (small round table, rectangular table 80x160cm)
- Bar (no running water tap)
- Thermos flasks for coffee and tea
- 50 Glasses for soft drinks, wine, coffee/tea
- Fridge
- Wine + beer opener
- Water tap
- Water kettle + coffee machine (bring your own tea, coffee and coffee filters)

CATERING:

It is possible to serve coffee and tea. There are thermos flasks available, but please bring your own coffee, coffee filters and tea. Drinks may be sold for student prices (max. €1).

The organiser is allowed to arrange catering, for example AH's delivery service. When you use delivery service and aren't present at the time of delivery, please let us know when the groceries are delivered.

MARKETING:

All events are mentioned on our website and sometimes in our digital newsletter. **Please send a landscape image in high quality and a short text (max. 200) words to voxpop@uva.nl at least two weeks in advance.** If desired, we can also share your event on our social media channels (FB, Instagram and twitter).

https://www.instagram.com/voxpop_uva

<https://www.facebook.com/voxpopuva/>

https://twitter.com/VOXPOP_UVA

CONTACT:

E-mail: voxpop@uva.nl or T: 020 525 43 36

www.voxpop.uva.nl

Note: VOX-POP is not responsible for damage done to you or to your belongings and/or loss of your belongings during your stay or the stay of your belongings in the building. You are obliged to compensate any damage done to the building and/or goods by you or anyone you are responsible for. When there is a VOX-POP exhibition in the space, the organizer of the event is held accountable when any damage is done to the works of art during the event.

HOW TO GET HERE:

BG3, Binnengasthuisstraat 9, ground floor
1012 ZA Amsterdam

It is easy to reach the building by bike, public transport or walking. Take a right turn where the Grimburgwal and Oudezijdsachterburgwal cross. Follow the curve in the road and you'll see VOX-POP on your left.

Parking is possible in the parking lot underneath the Stopera.

LOADING/UNLOADING:

VOX-POP (green circle) lies in the middle of the Binnengasthuisterrein. This is a pedestrian area only. Due to building works, you can reach our front door by car the whole day (entrance via Grimburgwal/Oudezijds Voorburgwal), but preferred times for loading/unloading are before 10.00 and after 16.00.

