

HOUSERULES VOX-POP

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 to public

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 from 09.30 - 18.00 (extended hours are possible in consultation). Anyone in possession of a UvA-staff card should be able to enter the building. No UvA-staffcard? Please let us know in advance if you need to make preparations for your event, such as delivering furniture or catering.

Note: We kindly ask you to leave our space in the same condition and set up as it was, please keep this in mind with the requested start/end time.

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.'

CONTACT:

E-mail: voxpath@uva.nl

Website: www.voxpop.uva.nl

Instagram: [@voxpath_uva](https://www.instagram.com/voxpath_uva)

Facebook: <https://www.facebook.com/voxpathuva>

Twitter VOX-POP: https://twitter.com/VOXPOP_UVA

GOOD TO KNOW:

We always like to invite you to our venue beforehand, this way we can show you how our space looks like and how everything works in advance. On the day of your event, someone from the VOX-POP team will be present during the start of the event, to help you with setting up and getting everything started. Besides this, the organization of the event is in hands of the event-organizers.

VOX-POP is situated in an office building which we share with several UvA departments, where our UvA colleagues work during the day. VOX-POP is an open space within this shared building, which means it's possible that people walk around and/or make noise. Therefore, we can't guarantee complete silence during events in our space.

Currently, there are construction works going on around the building VOX-POP is situated in. VOX-POP does not have any influence on noise disturbances caused by this.

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.

BUILD UP:

Please let us know in advance how much time you will need to build up/clean up your event and when you would like to do that. Keep in mind this take approximately 60 mins. 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.

THE SPACE:

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. When moving the furniture, please lift the furniture to avoid damaging the floor.

Furniture/equipment present in the space:

- 30 chairs in standard set-up, maximum of 70 chairs available (different styles of chairs)
- 7 stools
- 1 couch (fits 3 people)
- 1 Whiteboard + markers
- Magnetic board
- 2 Extension cords
- Beamer + boxes (beamer goes down automatically pressing Display On- button)
- HDMI- connection. In case your laptop does not have a HDMI-input, we ask you to bring your own HDMI-adapter.
- Clicker
- Chalkboard + chalks
- Big Coatrack
- Two separate tables (rectangular tables 80x160cm (difficult to move))
- Bar (no running water tap)
- Fridge (no freezer)

TECHNIQUE:

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- Please make sure to bring your own laptop and connect the laptop via our HDMI-cable to the beamer. Do not switch between laptops and make sure to disable the automatic standby mode.
- Turn on the beamer by pressing the Display On-button
- There are two wireless microphones available. Please let us know in advance, if you will need them during your event.
- The microphones are powered by AA batteries, in case the batteries are empty, we need to replace them. Please make sure to bring your own batteries.
- The volume of the microphones and the boxes of the beamer can be managed via the technique panel
- There is a remote to lower our darkening window shields, please ask the receptionist to help you with this.

CLEANING UP:

Make sure to leave the space clean and in its original setup. Make sure to take all your belongings (including catering supplies) with you **the same day.**

- Full garbagebags must be closed.
- Please separate empty PET bottles and glass and bring these with you after the event
- Is all furniture back in the same place? Make pictures of the original set up of the room if you are moving a lot, so the room can be left in the same set up as you found it.
- Are the dishes done and is everything back in its place?
- Please leave the pantry clean and tidy.
- Is the space clean, without forgotten cups or litter lying around?
- Did you clean the bar?
- Is our 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?

CATERING:

There are two catering possibilities:

- The organiser is allowed to arrange their own catering: When you use a delivery service, please make sure to consult us when deciding the delivery date and time. Drinks may be given out for free or sold for student prices (max. €1). VOX-POP does not offer pin or other payment options.
- Catering via the UvA: This is only possible for UvA employees or UvA study-associations. Please arrange your own order via Cirfood and make sure to consult us when deciding the delivery date and time. In case your using the Cirfood services: we advise you to make a picture of all remaining beverages. This way you can check if everything checks out with the eventual payment.
- Alcohol consumption. VOX-POP is a university location and therefore does not encourage alcohol consumption. Alcohol consumption is possible in consultation with VOX-POP after 16:30.

Catering equipment present in VOX-POP

- Large fridge (no freezer)
- Coffee machine (bring your own coffee, coffee filters, milk/sugar)
- Quooker in the pantry (bring your own teabags). The pantry is a shared space in the BG3 building.
- 6 Thermos flasks for coffee (3x) and tea (3x)
- 60 Glasses for soft drinks, wine, coffee/tea
- 40 plates
- Cutlery (a few knives, forks and spoons)

In case you would like to bring disposable cups/plates, we would kindly ask you to use environmentally friendly materials.

MARKETING:

All events in VOX-POP 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).

Instagram VOX-POP: https://www.instagram.com/voxpop_uva

Facebook VOX-POP: <https://www.facebook.com/voxpopuva/>

Twitter VOX-POP: https://twitter.com/VOXPOP_UVA

Website VOX-POP: <https://voxpop.uva.nl/>

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.

