

Rental rates Utopie

Utopie is a not-for-profit organization and its rental rates take into account an applicant's financial capacity. The venue and café can seat 40 and 50 people, respectively, and can be separated off with a panel wall. The two spaces together make up the Grand Café, which can seat up to 100 people. The number of guests that can be accommodated also depends on the nature of the event.

Rates include use of a whiteboard, flipchart, overhead projector, sound equipment and basic technical set-up.			
		Regular	Discount*
Booking costs		€20	€20
Venue (max. 40 pers.)	Partition wall closed Min. 3 hours	€50	€25
Café (max. 50 pers.)	Partition wall closed Min. 3 hours	€50	€25
Grand café (max. 100 pers.)	Partition wall open Min. 3 hours	€100	€50
Technical assistance	For professional video and audio support during the event Min.3 hours	€100	€50

Live streaming (<i>please ask for the full price list for more information</i>)			
		Regular	Discount*
Starting rate	Consultation, preparation and disassembling equipment.	€400	€200
Streaming	From start to end of the event.	€100	€200
Second cameraperson	One hour preparation time and support throughout the streaming.	€100	€50

* The discount is only applicable for organizations that cannot afford to pay the regular fees.

The prices listed do not include VAT. For services, meetings, conventions and exhibitions we are expected to charge 21% VAT. Other types of events are exempted from VAT.

- See next page for the catering options -

Catering

The full menu can be found on www.utopie.nl. Below is an overview of catering options for organizations renting our space. The menu is almost entirely organic and completely vegan. Catering can be included in the same invoice as the rental.

Coffee and tea	
Coffee in thermal carafe (+/-12 cups)	€22
Tea in thermal carafe (+/-12 cups)	€17
Coffee arrangement <i>Pots of coffee and tea (2 cups of coffee/ tea per person) served with a delicious piece of cake or brownie</i>	€6

Drinks	
Option 1: Individual payment	Guests pay for their own drinks.
Option 2: Tab	Guests order their drinks at the bar. The organizers pay the full bill by card at the end of the event.
Option 3: Vouchers	The organizer distributes vouchers to their guests. Utopie collects the voucher for each order, and records the orders in the register. The organizer pays for all orders by card at the end of the event.

Lunch		
Basic lunch	Sandwich buffet: 2 fresh sandwiches per person with a range of delicious toppings and spreads.	€8 p.p.
Luxury lunch	Luxury lunch buffet: a selection of sandwiches with freshly baked bread and various toppings and spreads, soup of the day, fresh mixed salad and fresh fruit.	€13 p.p.

Dinner	
Utopie is equipped with a small kitchen. For large groups, dinner is prepared elsewhere. It is, therefore, important to make timely arrangements. For smaller groups (below 10) too, you are kindly advised to inform us one day in advance of the number of guests who will be serving dinner by sending an email to ruimte@utopie.nl so that we do not risk having to disappoint anyone.	v.a. €11 p.p.

Snacks	
A variety of warm snacks, nuts, spreads, olives.	€5 p.p.

The prices listed above do not include the 9% VAT.