

## Renting information and conditions

The Laténium has an auditorium (50 to 100 places) and a meeting room (12 places), both of which are equipped with audio-visual devices.

These rooms, which have wonderful views of the lake and the Alps, are primarily intended for internal usage at the Laténium but they can be used for events organised by private groups.

### Rules

- 1) The rooms are available during the museum's official administration opening times, i.e. from Monday to Friday, 8.00-17.00.
- 2) The reservation deadline is two weeks prior to the planned date.
- 3) Requests for a booking outside the opening times will be subject to the agreement of the management of the Laténium and to the condition that the safety of the building is guaranteed. In this case there will be a surcharge of CHF 100.- for each hour or part of an hour.
- 4) When the auditorium is booked, it will be necessary to specify the desired arrangement of chairs and tables at the time of the booking ([plan 1](#) – [plan 2](#)).
- 5) Users are advised to test the equipment and connections (HDMI and 15 pin jack). A preliminary visit with the [museum's technical coordinator](#) is obligatory.
- 6) Eating and smoking are prohibited in the room.
- 7) [The Café du Laténium](#) welcomes you for a coffee break, an aperitif or a meal. Outside the café opening times this should be specially requested.
- 8) Any exhibition of promotional material is prohibited except inside the hired room. Orientation signs for participants will be accepted only outside the museum. Any equipment brought in has to be removed at the end of the event. The installation of promotional or educational equipment in the room is the responsibility of the person hiring the room. Any material brought in has to be removed at the end of the event.
- 9) The car park is located at the port at Hauterive.  
From 1st April to 31st October CHF 1.- / hour from 8.00 to 18.00.  
From 1st November to 31st March CHF 0.50- / hour from 8.00 to 18.00.  
Access is exclusively by the museum's main entrance (in front of the lake).

### Equipment

#### **Auditorium Michel Egloff, 50 - 100 seats (plans) :**

Wi-Fi NEMO (code transmitted by SMS)

1 flip-board and 1 whiteboard

1 overhead projector

1 beamer

1 computer (PC) and 1 connection for a portable computer (PC)

1 DVD player and 1 VHS player

We recommend that you use USB sticks as support for your presentations.

**Meeting room, 12 seats:**

Wi-Fi NEMO (code transmitted by SMS)

1 flip-board

1 whiteboard

1 overhead projector

1 beamer with HDMI jack

There is no computer available in this room.

**Booking priority will be given to groups which book a visit to the museum.**

For a coffee break, an aperitif or a meal the *Café du Laténium* is at your disposal for any information.

Contact: Elif Bozkaya

+41 32 889 88 84 / +41 78 756 77 87 [contact@cafedulatenium.com](mailto:contact@cafedulatenium.com)

**Prices**

**Auditorium Michel Egloff**

**Up to 50 seats**

Half-day: CHF 300.-

Full day: CHF 600.-

**From 50 to 100 seats**

Half-day: CHF 500.-

Full day: CHF 800.-

**Meeting room (maximum 12 seats)**

Half-day: CHF 200.-

Full day: CHF 400.-

**Any use outside the opening times will be charged at an additional CHF 100.- per hour or part of an hour.**

## Reservation request

We acknowledge the booking details, we accept the conditions, and we would like to make the following reservation:

**Last name and first name of the person in charge of the reservation:**

Company:

Street number and street name:

Town:

E-mail:

Telephone:

**Invoicing address:**

Identical to the address of the person in charge of the reservation

Last name and first name of the person to whom the invoice has to be addressed:

Company:

Street number and street name:

Town:

E-mail:

Telephone:

**Would like to book:**

- Auditorium Michel Egloff       up to 50 people       50 - 100 people  
 Meeting room (maximum 12 people)

Auditorium Michel Egloff : technical requirements      Meeting room: technical requirements

- |   |   |
|---|---|
| <input type="checkbox"/> Beamer             | <input type="checkbox"/> Beamer             |
| <input type="checkbox"/> Overhead projector | <input type="checkbox"/> Overhead projector |
| <input type="checkbox"/> PC Windows         |   |
| <input type="checkbox"/> DVD player         |   |
| <input type="checkbox"/> VHS player         |   |

**Desired date:**

**Desired time:**

**Duration of the reservation (half-day or full day):**

**Description of the event (please attach a programme if possible):**

The reservation form should be addressed to: [latenium@ne.ch](mailto:latenium@ne.ch) or sent to the museum reception. The reservation will be considered as being effective once it has been confirmed by the Laténium.