

# Event Manual Muziekgebouw

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# Information Main Auditorium (*Grote Zaal*)

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## General

Room capacity:	1300 standing places 725 chairs (494 ground floor, 191 on 1 <sup>st</sup> balcony, 40 on 2 <sup>e</sup> balcony)
Provided with:	2 large dressing room without daylight, 4 solist dressing rooms with a view over the river IJ
Floor level:	0+

## Measurements Main Auditorium

Room size:	30m x 20m
Room height:	To grid 10m
Stage:	20m x 9,75m (depth)

## LED wall Main Auditorium

The Main Auditorium is surrounded by LED walls. These walls can be lit in all desired colours of the LED spectrum. Use of the LED wall in one colour is included in the room rental. For an additional fee it is also possible for the LED wall to be programmed by a light technician in your desired colours & patterns.

## Floor parts: flat or staircase

It is possible to increase the stage depth by raising the back LED wall. The stage will then be 20m x 15m. For good sightlines to the stage the floor parts can be set in a stairs kind of set up. As the floor parts are moveable it is also possible to create a flat floor within 10 minutes. The floor parts can be brought to the same level as the stage. This way we can create a (dance) floor of 20m x 30m. We can also create alternative set ups like catwalk or a square set up and a House of Commons set up.

## Hoisting installation

There is a 3 hoisting points in the back of the stage (19m). All hoisting points are electric. Maximum hoisting limit: evenly max. 500kg, point weight max. 40kg (WLLT). It possible to create different ways of curtains. There are 24 electric hoisting points, evenly spread out over the whole auditorium. Load limit per hoisting point is max. 500kg (WLLT). Only the technicians of the Muziekgebouw are allowed to operate the hoisting installation.

## Sound - Acoustics of the Main Auditorium

The Main Auditorium has ceiling parts that can be adjusted in different heights. This way we can adjust the acoustics between 1,7 and 2,4 seconds.

## Hard of hearing installation

Sennheiser infra-red installation

## Light

*Lichtbrug* above the stage and auditorium (height 10m).  
Grid above the left and right stage (height 7m).

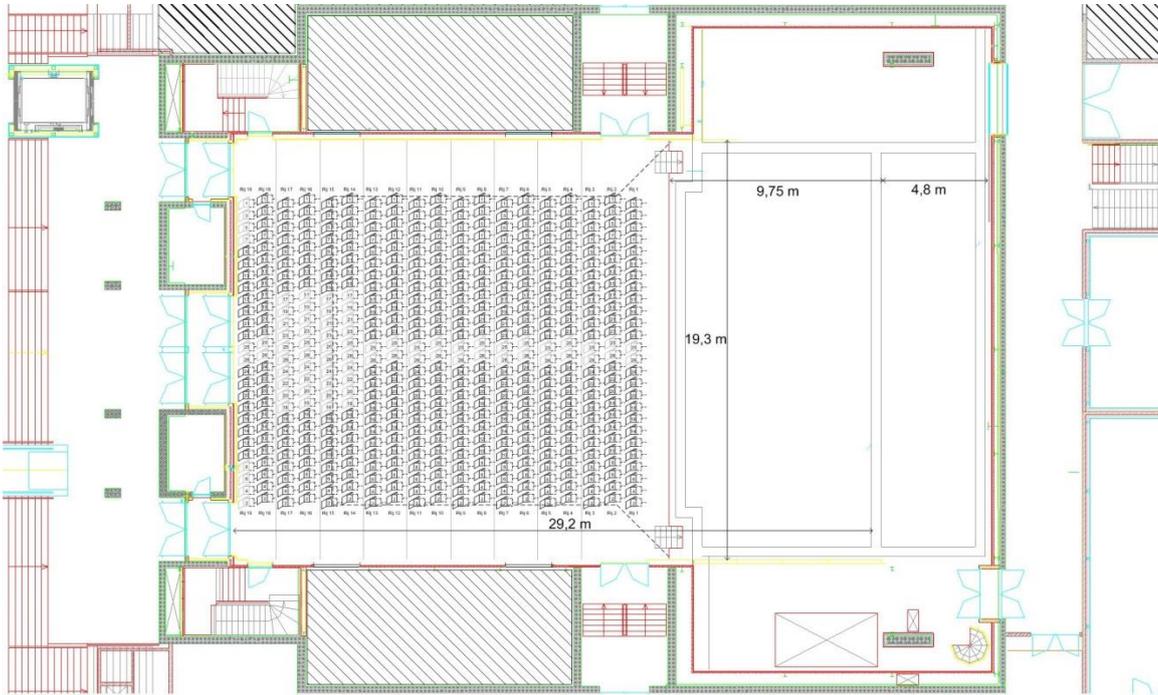
## Projection

1x Panasonic PT-RZ970 DLP Projector 10.000 ANSI lumen  
1x screen 8m x 4,5m (16:9)  
Video-connections: HDMI, SDI on stage right.  
On stage left, FOH and in the technique booth there are BNC connections that can be patched to stage right.

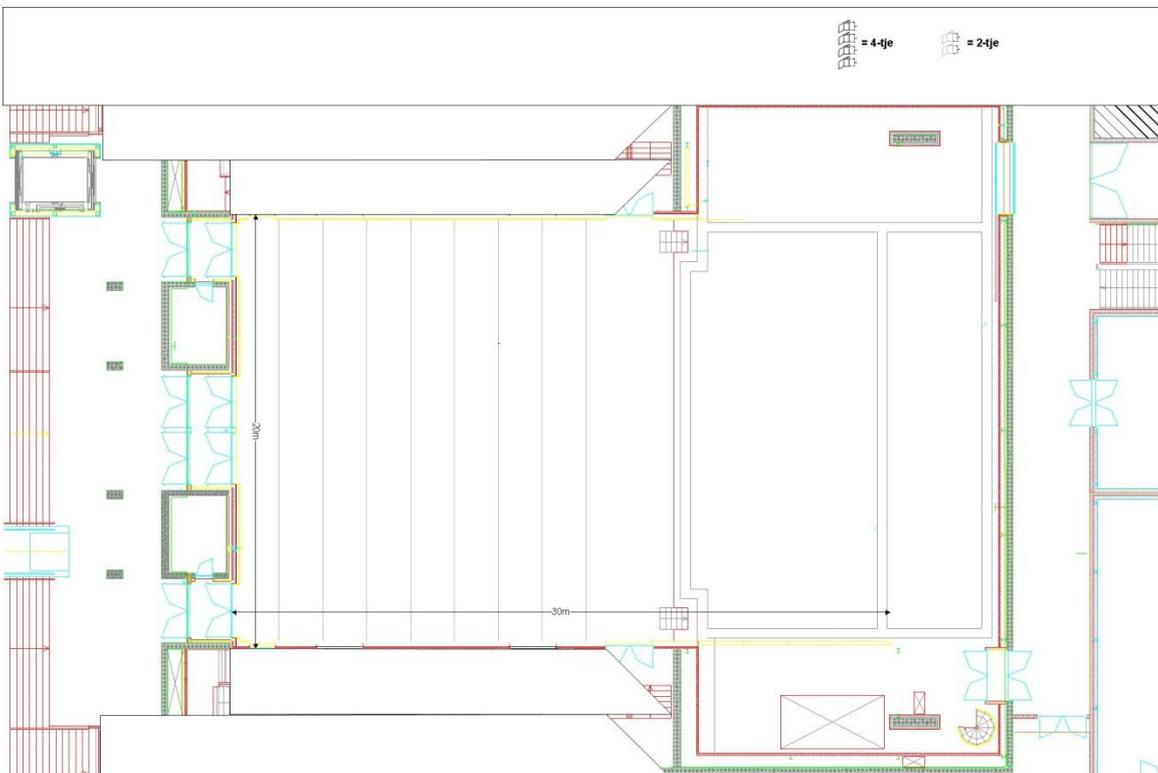
For all present technical equipment & technical floor plans please go to:  
<https://www.muziekgebouw.nl/informatie/technical%20information>

# Floorplan Main Auditorium

Standard set up:



Empty:



# Information Entrance Hall, Foyerdeck 1 and 2

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## Entrance Hall (*Entreehal*)

### General

Room capacity	725 guests
Cloakroom:	Capacity for 900 coats Number of hangers: 918
Provided with:	Cash desk and two registration counters
Floor level:	0

### Measurements Entrance Hall

Room size:	410m <sup>2</sup>
Room height:	22m to ceiling

## Foyerdeck 1

### General

Room capacity:	200 guests
Provided with:	1 set bar (w) 540cm x (d) 235,5cm x (h) 120cm
Floor level:	1

### Measurements Foyerdeck 1

Room size:	190m <sup>2</sup>
Room height:	17m tot aan de roostervloer

## Foyerdeck 2

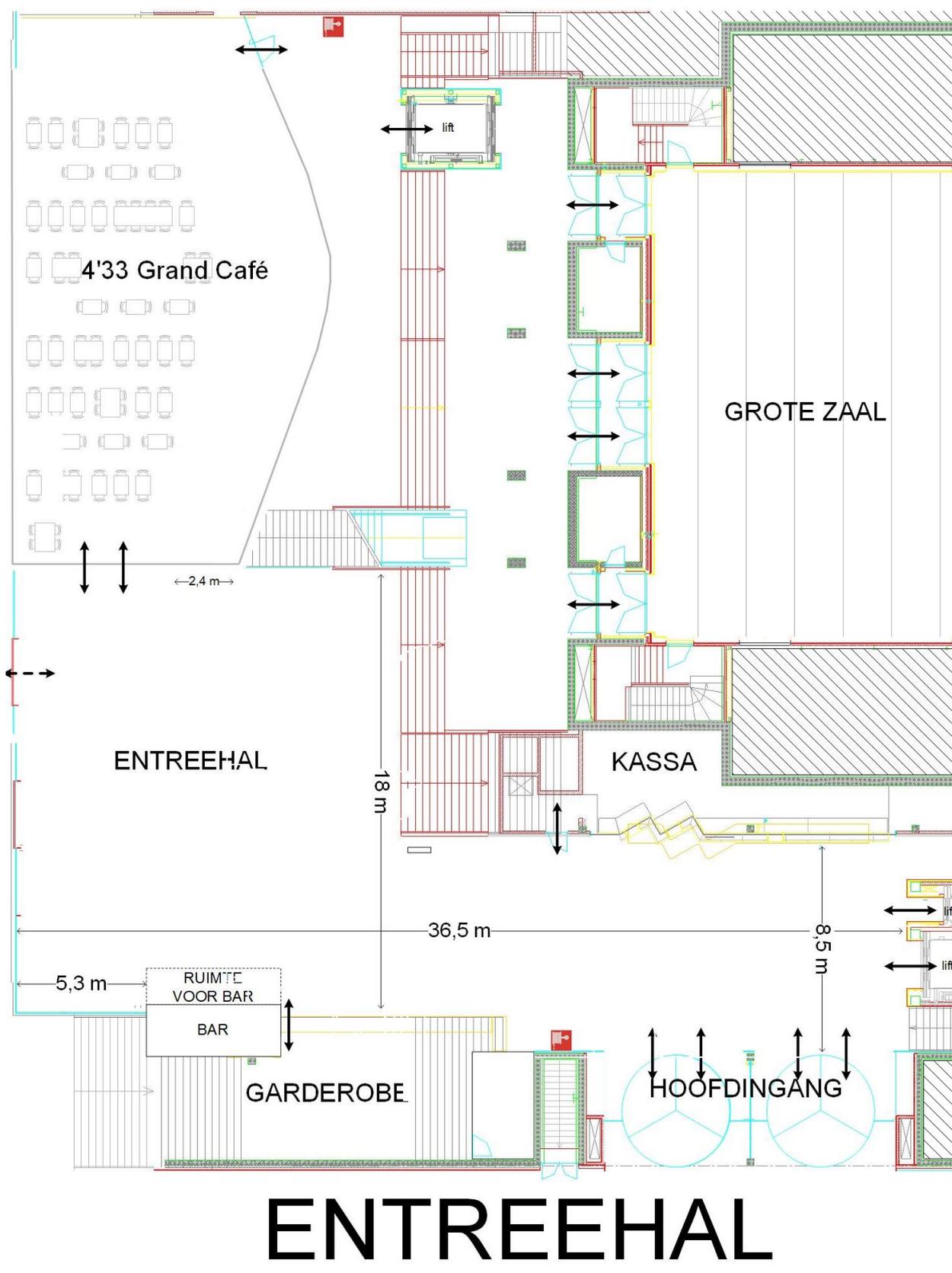
### General

Room capacity:	80 guests
Floor level:	2

### Measurements Foyerdeck 2

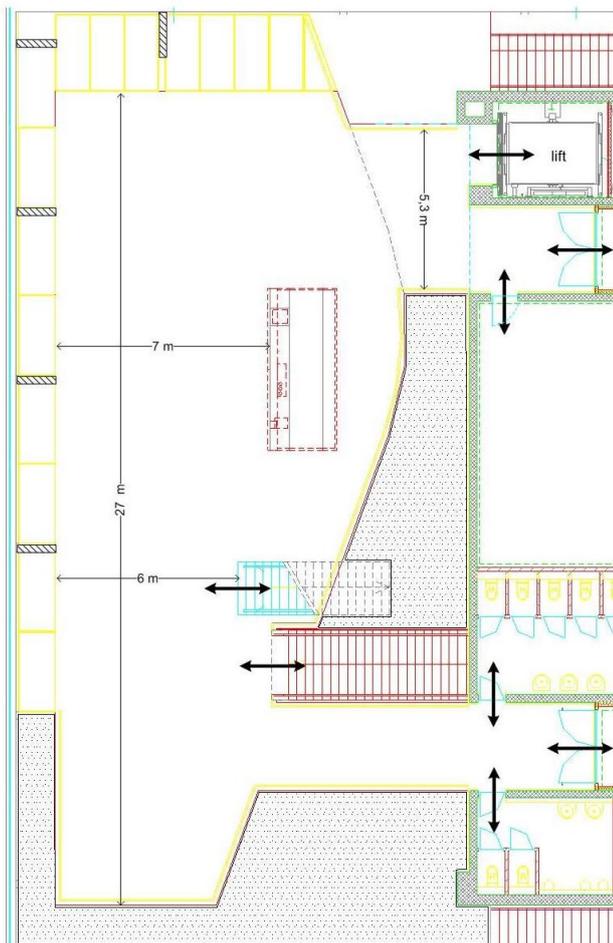
Room size:	140m <sup>2</sup>
Room height:	2,5m till Foyerdeck 3

# Floorplan Entrance Hall

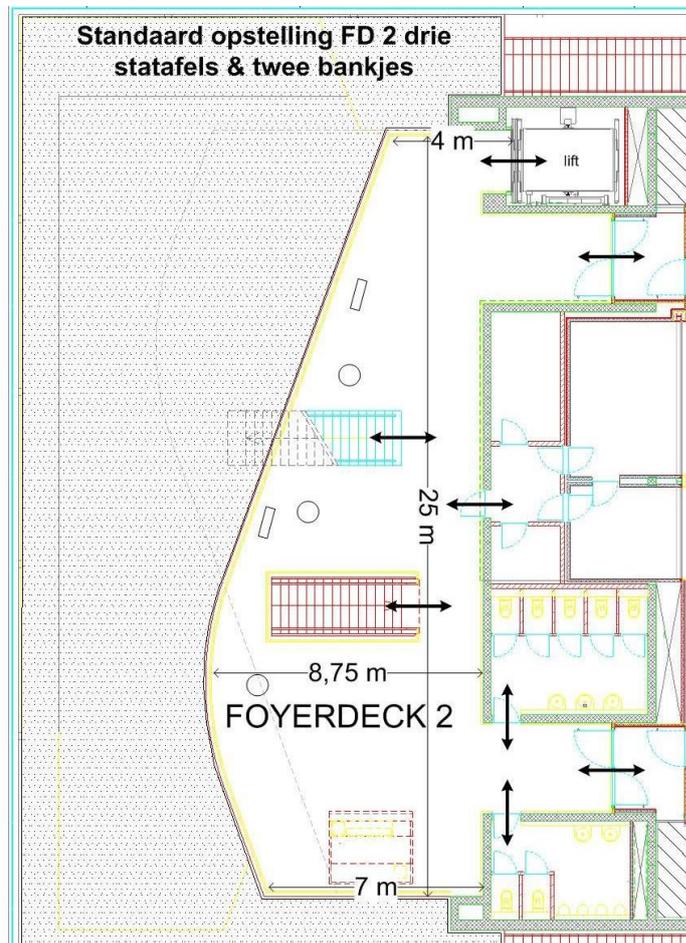


# Floorplan Foyerdeck 1 and 2

Foyerdeck 1



Foyerdeck 2



# Information Small Auditorium and Foyerdeck 3

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## Small Auditorium (*Kleine Zaal*)

### General

Room capacity:	150 guests 120 chairs
Provided with:	1 small dressing room with shower, sink and toilet
Floor level:	3

### Measurements Small Auditorium

Room size:	144m <sup>2</sup>
Room height:	5m
Stage:	(w) 5m x (d) 2m x (h) 40cm

### Set up

The stage is not fixed, so the size can be adjusted. A stage wider than 2m will lose seating capacity. Standard set up of the Small Auditorium is theatre setting in the width of the room.

### Hoisting installation / curtains

There is no hoisting installation in this room.

The room is an allround curtain rail with night blue curtains.

On the west side ( long side) of the room there is glass wall. This wall can be folded up completely so that we can create one big area together with Foyer deck 3.

### Projection

1 x Panasonic PT-DZ570EJ DLP-projector 4000 ANSI lumen.

1 x ( roll up) Screen 4,4 m x 2,48 m, above stage area.

## Foyerdeck 3

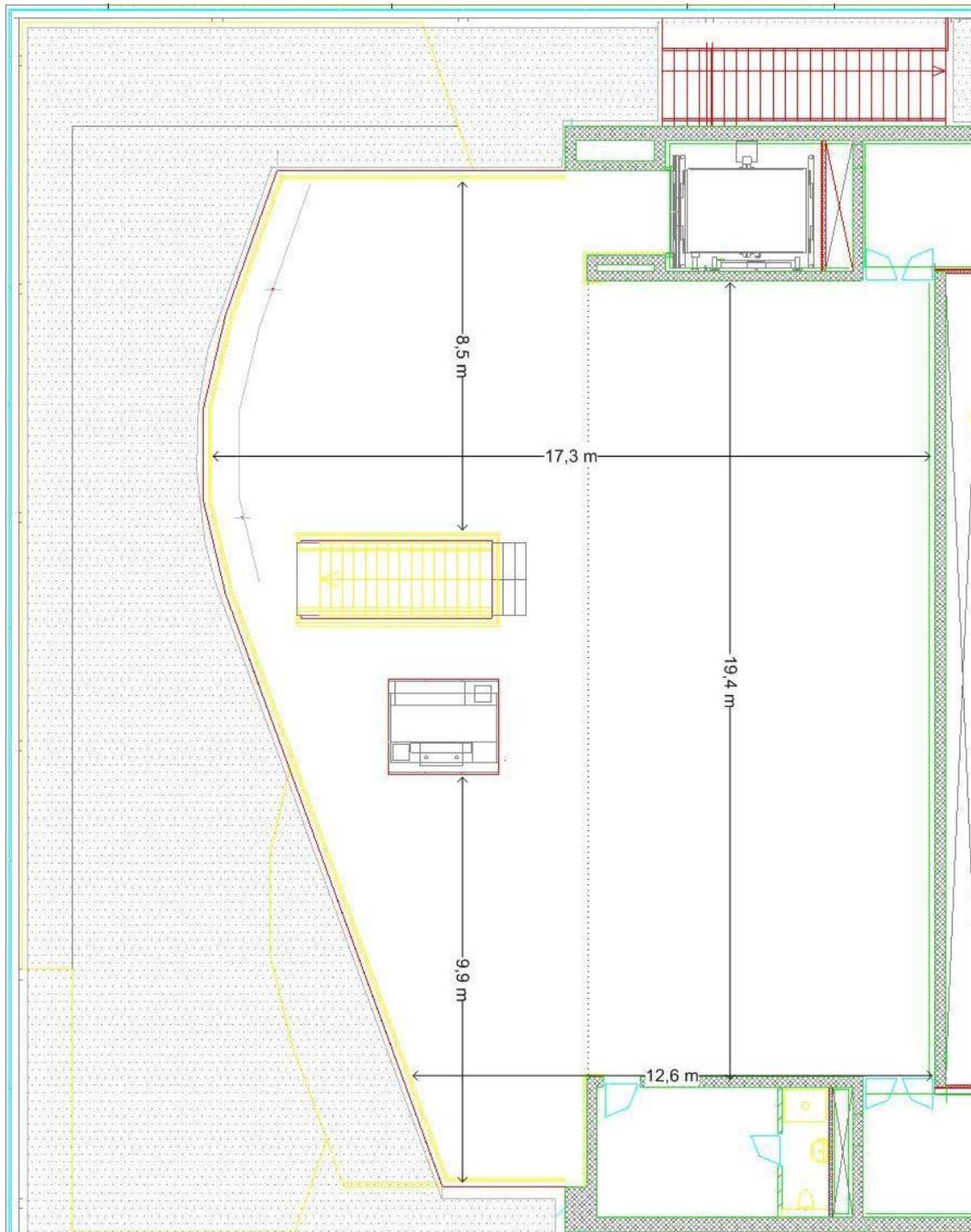
### General

Room capacity:	120 guests
Provided with:	1 fixed bar (w) 270m x (d) 234cm x (h) 120cm
Floor level:	3

### Measurements Foyerdeck 3

Room size:	120m <sup>2</sup>
Room height:	9,5m till the ceiling

# Floorplan Small Auditorium and Foyerdeck 3



# Information Atrium, Atriumhall and Atriumroom

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## Atrium

### General

Room capacity: 400 guests  
Floor level: 2  
Remaining: The Atrium as its own entrance via the bridge.  
The Atriumhall and Atriumroom are located in the Atrium.

### Measurements Atrium

Room size: 500m<sup>2</sup>  
Room height: 12m till the ceiling

## Atriumhall (*Atriumzaal*)

### General

Room capacity: 150 guests  
120 chairs  
Provided with: 4 break out rooms on each sides of the Atriumhall for 15 – 20 guetsts  
Beamer Panasonic PT-DZ570EJ DLP-projector, resolution 1920x1080, 4000 ANSI lumen  
The screen is 240cm x 135cm  
Floor level: 2

### Measurements Atriumhall

Room size: 12m x 11m (excl. the measurements of the break out rooms)  
Room height: 3m  
Stage: (w) 2,4m x (d) 4,9m x (h) 20cm. The stage is fixed.  
Break out rooms: Two rooms on the left (w) 5,5m x (d) 3,2m  
Two rooms on the right (w) 5,5m x (d) 3,8m

## Atriumroom (*Atriumkamer*)

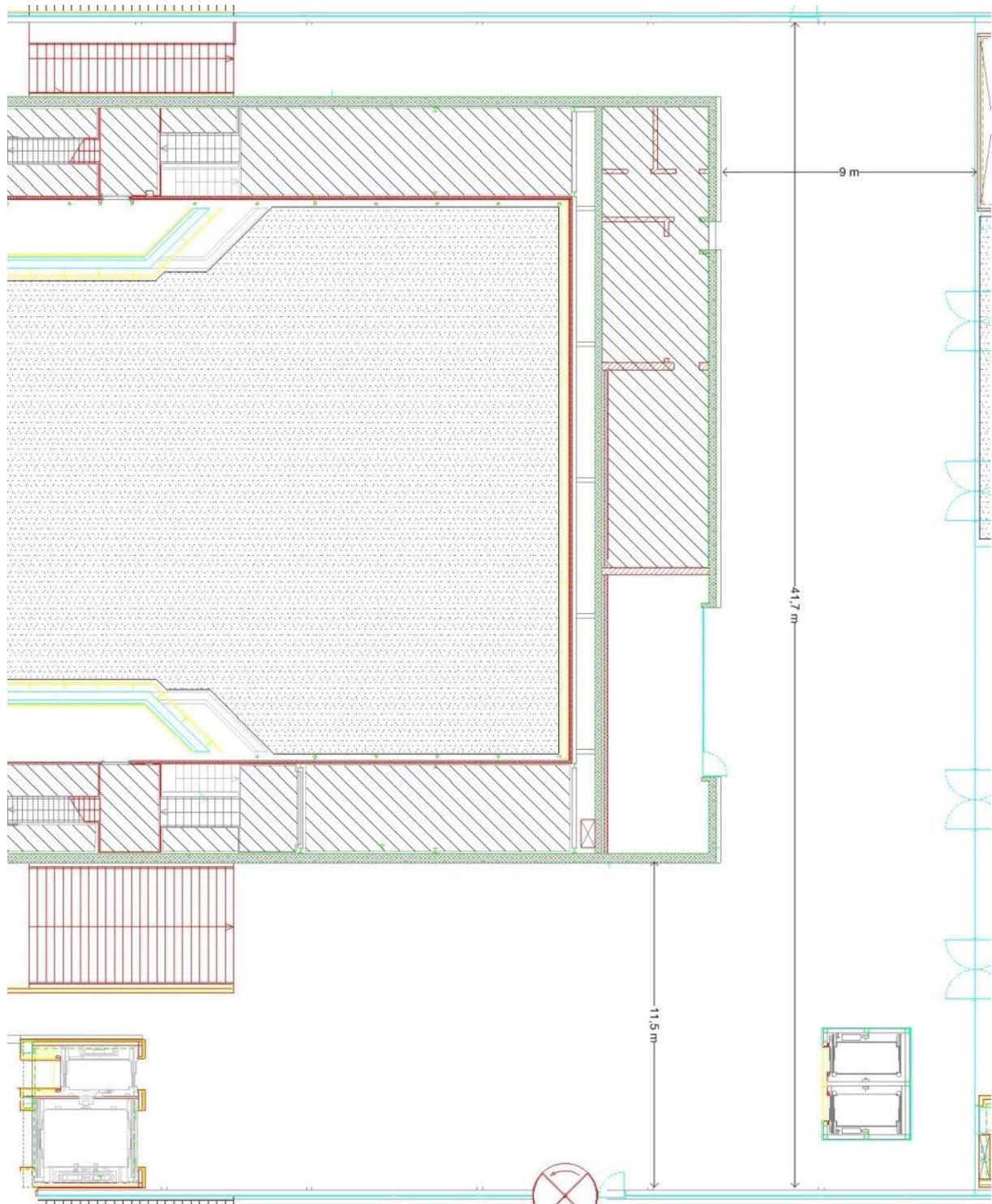
### General

Room capacity: 20 guests seated  
Provided with: Big oval table of bamboo  
Floor level: 2

### Measurements Atriumroom

Room size: 7,3m x 3,3m  
Room height: 3m

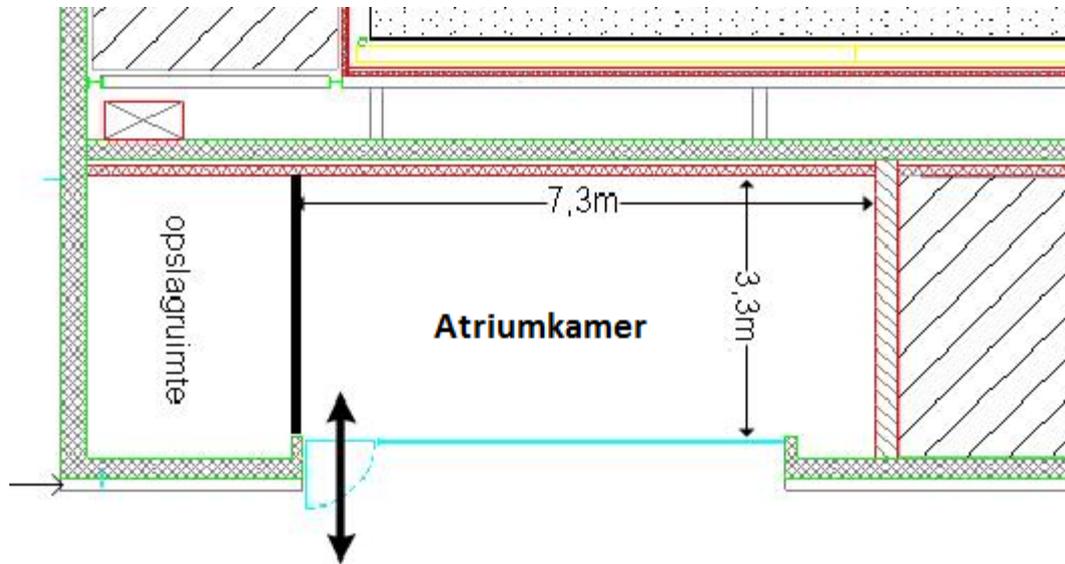
# Floorplan Atrium





# Floorplan Atriumroom

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# Information Studio 1, 2 and 3

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Muziekgebouw has 3 studio's/ rehearsal rooms. The studios are located on the ground floor in the backstage area. The studios can only be rented for parallel sessions or workshops as a part of a congress.

## Studio 1

Capacity Max 50 persons  
Measurements (d) 15m x (w) 11m, 8m (h)  
Description Box-in-box room, completely sound proof, two large windows  
Provided with 3 tables (see picture below)

## Studio 2

Capacity Max 36 persons  
Measurements (d) 13m x (w) 6m x (h) 4m  
Description Box-in-box room, completely sound proof, no windows  
Provided with 2 tables

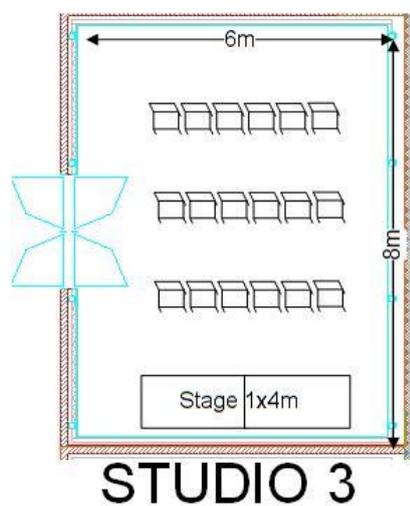
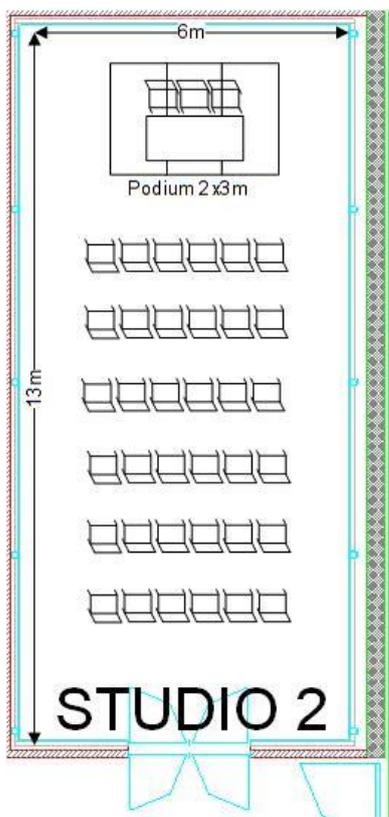
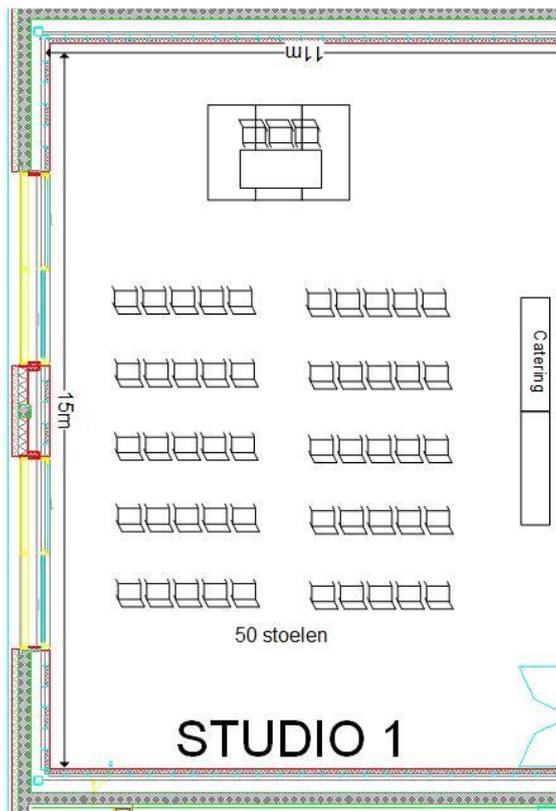
## Studio 3

Capacity Max 20 persons  
Measurements (d) 8m x (w) 6m x (h) 4m  
Description Box-in-box room, completely sound proof, no windows  
Provided with 1 table

Tables  
(w) 240cm x (d) 60cm x (h) 110cm



# Floorplan Studio's



# Internet

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## Wi-Fi

On your event day(s) in het Muziekgebouw you have your own WIFI with name and password of your own choice. It is a 50Mbit/50Mbit up/download and works in the entire building. Two separate Wi-Fi's are also possible, we then use the broadcast line for the second Wi-Fi.

## Landlines

In most spaces landlines are available on request.

Landlines:

Subnet	10.5.0.0
Netmask	255.255.248.0
Gateway	10.5.7.254
DNS 1	195.169.149.37
DNS 2	195.169.149.57
DHCP scope	10.5.0.10 - 10.5.7.230
Maximaal aantal clients	2000

## Broadcast network

The broadcast network is for audio and video streaming

Broadcast network:

Subnet	10.16.0.0
Netmask	255.255.252.0
Gateway	10.16.3.254
DNS 1	195.169.149.37
DNS 2	195.169.149.57
DHCP scope	10.16.0.50 - 10.16.3.200
Maximaal aantal clients	900

## Visitors

The Muziekgebouw also has a permanent open Wi-Fi network for visitors. This network, called *Publiek*, and is available for all visitors, but has restrictions. This is a 10 Mbit /10 Mbit up/down network.

## Speed

All lines are 50 Mbit / 50 Mbit lines/networks, except the public Wi-Fi. If more speed is required, we can increase this to 200 Mbit / 200 Mbit per network/line or higher. Combinations with different speeds and networks are possible.

Prices on request.

# Electricity

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## Power electricity

Main Auditorium, stage:	4 x16 Amp
Main Auditorium, side stage left:	2x16 Amp, 1x32 Amp, 1x63 Amp, 1x 125 Amp
Main Auditorium, side stage right:	2x16 Amp, 1x32 Amp, 1x63 Amp, 1x 125 Amp
Main Auditorium, auditorium:	2x16 Amp, 1x32 Amp, 1x63 Amp, 1x 125 Amp
Left & right entrance Main Auditorium:	3x32 Amp, 1x 63 Amp
Entrance Hall:	3x32 Amp, 1x 16 Amp, 2 x 32 Amp
Foyer deck 1:	1x63 Amp
Foyer deck 2:	1x16 Amp, 1x 63 Amp
Kleine Zaal:	1x16 Amp, 1x 32 Amp, 1x 63 Amp
Foyer deck 3:	1x63 Amp, 2x 32 Amp, 2x 16 Amp
Atrium:	3x16 Amp, 2x32 Amp, 1x63 Amp, 1x 125 Amp
Atriumzaal:	1x32 Amp, 3x63 Amp
Atriumkamer:	1x32 Amp
Loadingdock:	2x16 Amp, 2x32 Amp, 1x63 Amp

# Remaining facilities

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## Catering

Catering in Muziekgebouw aan 't IJ will be provided by Grand Café 4'33 or one of our other preferred caterers: Verhaaf Catering, De Borrelfabriek, Vineyard Catering or Hotmamahot. Every caterer has their own speciality and we will be happy to advise you which caterer fits your event best. It is also possible to bring your own caterer, but this has to be discussed with Muziekgebouw. The caterer has to be on our longlist and Muziekgebouw will charge a caterfee of 17,5%.

## Load in/ load out

Trucks can load out in our loading dock. This is not for parking. There are dock levellers and a freight elevator. Cars and mini vans can park in the garage (2,6m). There is a freight elevator from the garage to backstage (1,96m x 2,9m length. Height: 2,1m)

## Elevators

### Elevator Atrium

Measurements: (d) 2,1m x (w) 1,1m wide (doors open at max 88cm!) x (h) 2,1  
Max. weight: 1.050 kg (14 people)

### Freight elevator to Atrium

Measurements: (d) 2,9m x (w) 1,96m x (h) 2,1m  
Max. weight: 3.375 kg (45 people)

### (Freight)elevator to Foyer decks and Small Auditorium

Measurements: (d) 2,9m x (w) 1,96m x (h) 2,1m  
Max. weight: 3.375 kg (45 people)

### Freight elevator from Piet Hein Garage to backstage

Measurements: (d) 2,9m x (w) 1,96m x (h) 2,1m  
Max. weight: 3.375 kg (45 persons)

## Toilets

### Access for guests

Entrance Hall (-1)	6 ladies, 5 gents + 3 urinals + 1 wheelchair accessible
Foyerdeck 1	5 ladies, 2 gents + 4 urinals
Foyerdeck 2	5 ladies, 2 gents + 4 urinals
Atrium	6 toilets (gender neutral)

### Backstage area

In all four VIP dressing rooms : 1 toilet + 1 shower  
In the two large dressing rooms: 2 toilets + 2 showers  
In the dressing room of the Small Auditorium: 1 toilet, 1 shower  
Green room: 2 ladies, 2 gents, 1 wheelchair accessible

# Route description

## General

Muziekgebouw is at about 10 minutes walking distance from Central Station. Take the direction of the IJ (exit North) and turn right. Walk on the waterside, up the bridge and on your left side you will see another bridge which leads to our venue.

## Public Transport

Take tram 26 in the direction of IJburg: from Centraal Station within 3 minutes to stop Muziekgebouw/Bimhuis. More info: tel 0900 -9292 (€ 0,75 per minute) or [www.9292ov.nl](http://www.9292ov.nl)

## By bike

From Central Station, you can take the bike towards the Piet Heinkade, to get over the bridge. There you can see the Muziekgebouw/Bimhuis at your left. At the end of the bridge turn left and left again at the PTA. Right under the Muziekgebouw, there is a guarded bicycle storage.

## By car

Take exit S114 on the Ring road. Stay in the right lane towards Centrum. Go into the Piet Hein tunnel. Turn right at the end of the tunnel. After the third traffic light turn right. Park in the Piet Hein Garage.



# Parking

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The Muziekgebouw can offer several parking possibilities.

Below our venue you can park in the Piet Hein parking from which you have immediate access to the Muziekgebouw. It is also possible to park at the Parking Centrum Oosterdok (6 minute walk) or P+R Zeeburg.

## **Parking at the Piet Heingarage (below Muziekgebouw, Moevenpick hotel & Passenger Terminal Amsterdam):**

588 parking spaces

Height: 2,6m

(The height on the left is 2,6m, the height on the right is 2,15m)

(Navigation)address: Piet Hein garage - Piet Heinkade 59 - 1019 GM Amsterdam.

Parking rate per hour: € 3,80 incl. VAT.

### Request for parking cards

- Parking cards need to be ordered at least 6 working days in advance, with a minimum of 10 cards
- Rate per hour: € 3,80 + € 10,00 delivery costs for registered mail
- Parking cards (> 10, <100) that are not used can be sent back within 3 working days or be handed over to the Floormanager. Costs: € 2,50 handling costs per card.
- Handling costs Muziekgebouw: 10% over total parking invoice
- All mentioned rates are excluding 21 % btw/VAT

### Please mention:

1. The (company) name that needs to be printed on the parking card ( max. 12 characters long)
2. The amount of cards
3. Start and end time of the parking card. This can only be done on whole hours like eg. 4PM to 7PM

### How to use the parking cards

- When you leave please drive straight to the gate and push the parking card in the machine.
- When you leave later than the times stated on the parking card, you will have pay the extra time at the ticket machine

## **Other parking alternatives:**

### Parking Centrum Oosterdok

Parking Centrum Oosterdok is at a 10 minutes walking distance from Muziekgebouw and has 1700 parking spaces. The garage is guarded 24 hours per day by camera's. For more information visit the website <http://www.parkingcentrumoosterdok.nl/>.

### P+R Zeeburg

This garage is located outside City Centre. From here you can take tram 26 and you arrive within 10-15 minutes at Muziekgebouw. For more information visit the website <http://www.parkeren-amsterdam.com/pr-zeeburg>.

### PTA bus terminal

Upon availability there is a possibility to rent out the bus terminal at the Passenger Terminal Amsterdam – max. parking capacity for 50 cars.

Upon availability you can rent out parking spaces for 100 cars at the neighbouring Piet Hein Buildings. Prices and more information on request.

# Furniture

Folding tables, 29 pieces  
(l) 140cm x (w) 80cm x (h) 72,5cm



Bamboo tables, 9 pieces  
(l) 169cm x (w) 80cm x (h) 75,5cm



High bamboo tables, 25 pieces  
Diameter 60cm



Benches of bamboo & black leather, 24 pieces  
43cm x 126cm



Small square table, 7 pieces  
42cm x 42cm x 42cm

Post & rope stands  
10x black and 10x red

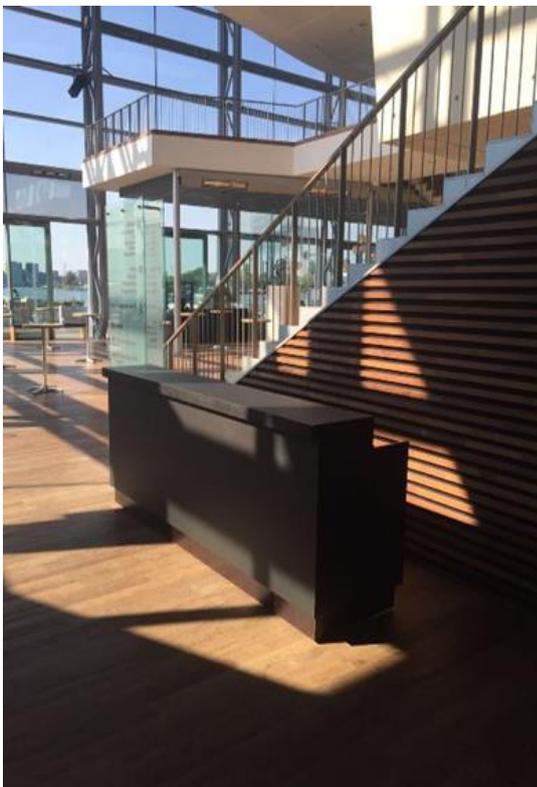
Lectern Main Auditorium  
(w) 81cm x (h) 144cm



Lectern Small Auditorium  
(b) 63,5cm x (h) 125cm



Registration desks, 2 pieces  
(l) 275cm x (w) 75cm x (h) 110cm



250 chairs

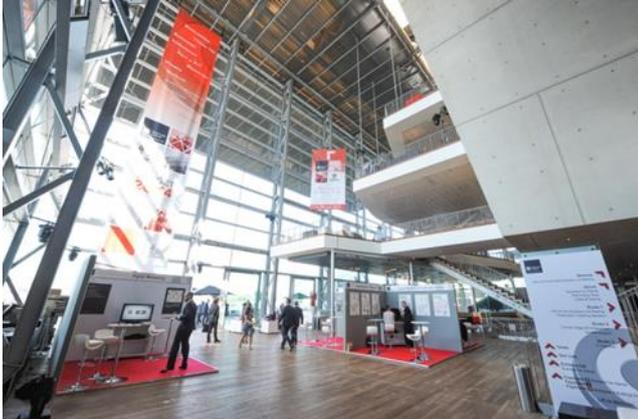


# Branding

## Banners

In the photo on the left, banners in the Entrance Hall or above the large stairs and Foyer decks.

The photo on the right shows banners in the Atrium.



## Banners in the Main Auditorium

When the screen is being used for projection, the measurements on both sides of the screen will be 6 meters. The advice is to let the banners hang and end about 2m or 3m from the ceiling and above the stage.

The banners have to be provided with a hanging system according to the safety policy.

Your supplier can advise you. Most banners will be delivered with a hanging system. Prices on request.



Banners on stage next to projection screen

## Specifications and conditions banners

- The space between the mainframes is 5,4m.
- Measurements of the windows are: (h) 143,5cm height and (w) 275cm.
- Banners in Entrance Hall have to be placed at least 1m to 1,5m from the windows.
- Banners need a rim at the top and bottom from at least 60mm.
- An aluminium pipe has to be placed in the lower rim from 48mm (outside diameter) and closed in the rim with Velcro.
- In the upper rim an aluminium pipe has to be placed with an outside diameter of 48mm and needs to be 20cm wider than the banner itself, so 10 cm is left on both sides to be attached to the lifting equipment.
- Muziekgebouw will provide the rigging equipment.
- Information about the banner (total weight and measurements) needs to be communicated to the Muziekgebouw at least two weeks before the event.
- A banner needs to be fire resistant (according to the EN13501-1 norm). Firms like Firma Bolderdijk are aware of the safety conditions.
- Banners in front of the window can be hanged by technicians from the Muziekgebouw only. They work according to the ARBO-policy.
- Banners in front of the windows in the Muziekgebouw may only be rigged by technicians of the Muziekgebouw.

Foil banners and static stickers



## Specifications static paper

### **Supplier banners, static paper, banners, flags**

Please deliver in 4 pdf files (one for each window) from 295mm x 144mm (10% of the actual size) on a 300dpi resolution.

Production time of foil banner/ static stickers is three weeks, S Color will place and remove everything you order. Prices on request.

### **Limitations**

#### Conditions inside the building

- No dark colors (the glass temperature becomes too high, risk of cracking).
- Do not cover more than 25% of a window surface.
- Preferably foil banners of material with small perforations
- Preferably translucent material
- Please send us an example of your plans in advance
- If the glass will crack (due to heat set up behind the static paper), the static paper will have to be removed and costs will be charged.

#### Conditions outside the building

- No dark surfaces
- Preferably foil banners of material with small perforations
- Please send us an example of your plans in advance
- If the glass will crack (due to heat set up behind the static paper), the static paper will have to be removed and costs will be charged.
- Static paper on the windows are allowed only after consulting with and approval of the management of Muziekgebouw.

## Floor sticker

Floor stickers are only allowed if attached with special tape of the Muziekgebouw.

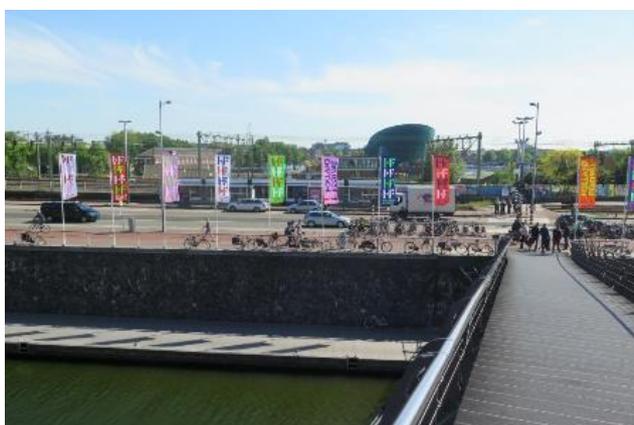
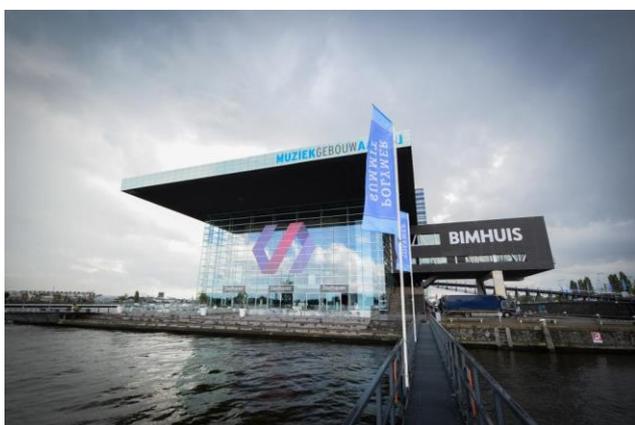


Floor stickers



Floor stickers

## Flags



## Poster frames

There are several poster frames that can be used free of charge for branding, format A0. The posters need to be placed on top of the existing posters. After the event the posters need to immediately be removed.

Below frames are available:

- 2x4 at the main entrance
- 1x left of the box office
- 1x left of the cloakroom
- 3x in the parking garage
- 3x at the toilets on level -1

## Screens / Narrowcasting

In the front of house there are 7 led screens that can be used for signage and branding.

### Location in the Muziekgebouw

Entrance Hall:	4 screens (above cloakroom, behind registration desk, above box office, right entrance Main Auditorium)
Small Auditorium:	1 screen
Atrium:	1 screen
Atriumzaal:	1 screen

### Specs

Images need to be delivered at least one week before event takes place via the Account Manager or [events@muziekgebouw.nl](mailto:events@muziekgebouw.nl).

Ratio: 16:9 (1920 x 1080 pixels)

Format: JPEG

Movie clip: mpeg, MOV, MPG, MP4, M4v, SWF WMV (max 500 MB)



Screen above box office



Screen at registration desk

## Suppliers branding

All the named branding can be provided by the following supplier:

Company: Maxtension BV  
Address: Computerweg 4  
3542 DR Utrecht  
Contact: Ilse Spies  
T: 035 69 53 711  
E: [ilse@maxtension.nl](mailto:ilse@maxtension.nl)  
W: [www.maxtension.nl](http://www.maxtension.nl)

Should you use your own supplier, kindly make sure everything will be the same as mentioned in the conditions and terms.

# Gobo's

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## Gobo

A gobo projects your logo or message. A gobo has to be made and bought, but can be used several times.

### Possibilities

- Black/white gobo
- One colour layer gobo
- Full colour gobo

Prices on request.

### Specs:

The supplier advises an EPS-file (Adobe Illustrator) for best results.

## Supplier gobo's

Gobo image

Oorkondelaan 3, unit 30-8

2033 MN HAARLEM

T: +31 (0)23 545 147

E: [post@gobo-image.nl](mailto:post@gobo-image.nl)

Prices on request.



Gobo on the wall next to screen.



Projection (with beamer) in the entrance hall

# Internal regulations

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- Once carpet is being used in our venue, it is required to attach the first layer with gaffer tape that is allowed by Muziekgebouw.
- It is not allowed to attach materials or stickers on poles, walls, ceilings or floors in the building without permission of Muziekgebouw.
- It is not allowed to use tape in the building.
- It is not allowed to use candles in the Muziekgebouw.
- Caterers should clean up after having used a space and take their waste with them.
- All caterers need to cover their working space and bars to keep the wooden floors protected from stains.
- It is not allowed to leave any goods behind after the event dates without approval of Muziekgebouw. Any left goods that stay behind needs to be picked up a week after the event, otherwise will be thrown away.
- Muziekgebouw is not responsible for damage to, theft or loss of these goods.
- Smoking is not allowed in the building.
- Muziekgebouw is not responsible for malfunction and/ or failure of internet, provided by you or your clients.
- All doors within the Muziekgebouw need to be unblocked at any time for safety reasons. It is not allowed to block any doors.
- Confetti or similar products are not allowed in the building, unless Muziekgebouw gave permission to this.
- Balloons with helium are only allowed when attached well. Should they break loose and end up in the ceiling, where you cannot remove it yourself, Muziekgebouw will charge costs of € 150,- per balloon.
- All prices mentioned are excl. VAT of 21%.