



## How to book an event space at the Jewish House



DET JØDISKE SAMFUND  
I DANMARK

## **RULES FOR BOOKING AND RENTING EVENT SPACES AT THE JEWISH HOUSE**

### **BEFORE YOU MAKE A RESERVATION**

1. Contact the coordinator at [kontakt@djs.dk](mailto:kontakt@djs.dk) or +45 33 12 88 68 for availability.

You'll then receive a reservation template.

2. Deadline for reservations is the 19th of the month before your event.

3. Once you have submitted the reservation template you will receive confirmation.

4. All practical details regarding your event must be arranged with the coordinator at [kontakt@djs.dk](mailto:kontakt@djs.dk)

5. Once you receive the rented event space it will be cleaned and set up with tables, chairs and any agreed equipment.

6. If you cancel earlier than one week before your event no fees apply.

Cancellation must be sent to [kontakt@djs.dk](mailto:kontakt@djs.dk)

Please note that the office is closed on Fridays.

Check office opening hours at [www.djs.dk/contact](http://www.djs.dk/contact)

**PLEASE NOTE:**

7. If you're having anything delivered or using a DJ, speaker, musician, or anyone else who needs early access to the room, you must arrange this with the coordinator no later than four business days before your event.

8. The rented event space/toilets/outdoor areas are only available during the time you've selected in the reservation template. Be aware that all guests must have left the premises by the time you have written in your template.

9. You'll be charged for the full reserved time, even if you leave early. This is because the protector is paid for all the hours booked.

10. If you cancel earlier than one week before your event no fees apply. Cancellation must be made within the community's opening hours at [kontakt@djs.dk](mailto:kontakt@djs.dk) Please note that the office is closed on Fridays.

11. The guest list must be sent as one Word file to [kontakt@djs.dk](mailto:kontakt@djs.dk) no later than four business days before your event. If sending on a Thursday, it must be sent by 10:00 AM.

## **FOOD AND DRINKS**

1. Food must be ordered from the Jewish Community's kitchen at [kokken@djs.dk](mailto:kokken@djs.dk)
2. Only kosher wine may be served. You can order it through the kitchen or bring your own.
3. If you would like to chill your beverages ahead of time, please contact the kitchen at [kokken@djs.dk](mailto:kokken@djs.dk)
4. You may not bring food, but kosher snacks and fruit (e.g., peanuts and pretzels) are allowed.

If in doubt, call rabbi Jair Melchior at +45 40 43 53 66, Monday–Thursday, 9 AM–4 PM.

5. Drinks can be delivered Monday–Thursday, 9 AM–4 PM, by arrangement with the kitchen.

## **DECORATING THE ROOM/FOYER/TOILETS**

1. You may not remove lighting, paintings, or anything else in the room.
2. Decorations must be arranged with the coordinator at [kontakt@djs.dk](mailto:kontakt@djs.dk)
3. If you have decorations for the walls, use acid-free tape.
4. Remember to remove all decorations from the room/foyer/outdoor areas on the same day your event ends.

## **EQUIPMENT**

1. If you need a stage, partition wall, speaker, microphone, projector, etc., this must be included in the reservation template.
2. The setup of the event space, including stage and partition wall, must be done prior to your event.
3. There's a piano available. If you want it tuned, you must cover the cost. Arrange this with the coordinator at [kontakt@djs.dk](mailto:kontakt@djs.dk)
4. If you need to use a microphone, speaker, screen, or other equipment, we recommend that you make an appointment with the property manager to visit Krystalgade 12 to review the things you need. Please write [bb@djs.dk](mailto:bb@djs.dk)

## **DURING THE EVENT**

1. Make sure that doors and windows are closed when playing music (in accordance with Copenhagen Municipality noise rules and regulations).

**You are not allowed to play loud music outside after midnight**

**Please refrain from disturbances or loud chatter outside after midnight**

2. All events must end no later than 2:00 AM.

3. You do not have access to the kitchen even though you are renting a room at the Jewish House.

## **AFTER THE EVENT**

1. Rented rooms/toilets/outdoor areas must be returned in the same condition as you received them. Sweep floors before you leave. Cleaning supplies can be found under the staircase leading to the first floor.
2. Remove all tablecloths and collect them at the entrance to the room.
3. Take down and remove all decorations before you leave.
4. Remove/collect any rented or personal items by the next working day (not Fridays). Arrange the time with the coordinator at [kontakt@djs.dk](mailto:kontakt@djs.dk)
5. All items, including rental chairs/large decorations etc., must be collected no later than the following business day (except for Fridays). Please contact the coordinator at [kontakt@djs.dk](mailto:kontakt@djs.dk) to arrange your pickup.
6. Retrieve lost or forgotten items by you or your guests the following business day (not Fridays).
7. If extra cleaning or tidying is required, you will be charged for the extra time.

## **OTHER**

Wi-Fi Code: DJS-Guest! / Login: MT#Guest!