

# FURNITURE & EQUIPMENT AVAILABLE FOR SPACE TENANTS



## CHAIRS

There are 50 x black folding chairs in Forum Box, as seen on the picture. Any additional furniture should be brought along. For example, additional chairs or tables can be rented through several catering companies.







## **TABLES**

We can provide 10 x folding tables (80 x 180 cm) for approximately 65 guests. These white tables, as seen on the picture above, have steel legs and their surfaces are covered with white laminate.

Unfortunately, we do not have tablecloths to offer. If needed, you can ask the catering companies.



## CLEANING SERVICE

We offer the final cleaning at an additional cost (150-200 € incl. VAT, depending on the day of the week). Final cleaning includes taking care of the rented furniture (tables, chairs and other gallery loan such as technology etc.), general cleaning of the gallery and taking out the rubbish, bottles and cans. Right after the event the tenant is always responsible for collecting their own personal and catering's belongings out of the gallery space before leaving the space. Goods can also be moved to a warehouse for a later pick-up. Please ask for more information on bringing and picking up the goods.

Alternatively, you can clean the space yourself after the event, for which must be reserved at least 1 hour.

## AUDIO SPEAKER / PA-SYSTEM, PROJECTOR & WHITE SCREEN

We rent a Bose Millennium audio device (1x) for an additional fee, which can be connected via Bluetooth or Aux. Two wireless microphones are included in the price.

An Epson projector and a screen are available for rent. The size of the screen standing on a tripod is approximately 130 x 210 cm. The package includes a 7m long HDMI cable.



## **FLOWER VASES & TEALIGHTS**

The tenant can use the gallery's flower vases (approx. 15 x different sizes). The vases must be returned clean after the event.

There are also glass tealights in the gallery (approx. 30 pcs). The cups should be returned after the event. The tenant must bring their own candles for the event.

## **OTHER DISHES**

The gallery's small kitchen is available to the space tenant and catering service. There is a small amount of spare dishes e.g. serving bowls, trays and decanters. The dishes can be used if they are returned washed after the event (washing and returning the dishes is included in the price of the cleaning service). There is no dishwasher in the kitchen.

## **BINS & CONTAINERS**

There are two 80-liter containers in the gallery, which can be used for collecting rubbish or bottles and cans for example. There are also two medium-sized metal bins.

## **EXTENSION CABLES & OTHER TOOLS**

The gallery has about 15 extension cords of different lengths (1.5m-10m) and one 25m extension cord. Extension cords that are not in other use during the event, as part of the technology of an ongoing art exhibition in the gallery, can be borrowed.

We also have a lot of different tools and supplies that the event organisers can borrow. Ask our staff for more detailed information.



## **GENERAL ABOUT THE SPACE RENTAL**

Galleria Forum Box is a unique and inspiring venue for corporate and private events! Our premises can be rented for various private occasions: birthdays, weddings, conferences, cultural events, gigs and other.

Forum Box is located in the centre of Helsinki at Ruoholahdenranta. The venue is easily reached by trams 7 and 9 (Länsilinkki stop). The airy space measures up to 300 m<sup>2</sup> with a height of six metres.

The appearance of the gallery space changes monthly according to our exhibitions. We rent the venue outside of the gallery's opening hours. The gallery is open Tue-Sun 12–5 p.m. and closed on Mondays. Therefore, events can also be arranged flexibly on Mondays when the gallery is closed.

The space can accommodate a maximum of approximately 100 people. The maximum capacity of our facilities always varies according to each exhibition. Please contact us so we can evaluate the suitability of the exhibition for your event in more detail.

**Contact us or ask the staff and we will be happy to tell you more!**

**Request a quote for a space for your event:  
tel. 050 313 9075/050 524 1781 or [tila@forumbox.fi](mailto:tila@forumbox.fi)**



**MAKE YOUR EVENT  
MEMORABLE WITH US:  
WELCOME TO FORUM BOX!**