

Additional Services

Prices are shown in euros and include VAT of 25.5%.

Furniture

Exhibition tables (45 cm x 130 cm) including white tablecloth	€35 / item / event
Extra tablecloths	€10 / item / event
Chairs	€10 / item / event
Standing tables, Ø 70 cm, (without tablecloths, limited quantity)	€35 / table / day
Round tables, including tablecloths, (for meeting use)	€70 / table / day
Chair covers, crem colour	€5 / chair / day
Additional flip charts (one per room free of charge)	€25 / item / day
Stage module (1 x 1.5 m, height 40 cm), including stage skirt	€40 / item / day

Furniture Changes

Hesperia Ballroom (where round tables are normally in use)	€500 (1/3) - €1500 (1/1)
Lumo (where long tables are normally in use)	€350
Furniture change during the event, (excluding Lumo and Hesperia Ballroom)	€250
Opening the full partition wall during the event	€80 / occasion

Exhibition and Stage Power

16A / 400V power socket, including electricity consumption	€275 / socket / day
32A / 400V power socket, including electricity consumption	€425 / socket / day
63A / 400V power socket, including electricity consumption	€665 / socket / day
Extension cord with five outlets (1 cord included in the price), electricity included	€10 / item / day

Microphones

Meeting rooms include two microphones free of charge: one wireless handheld and one wireless headset	
Wireless handheld microphone or wireless headset microphone	€90 / item / day
Gooseneck microphone	€90 / item / day
If more than 3 microphones are used at the same time, a technician is recommended at an additional cost.	
If more than 5 microphones are used at the same time, additional technical support is also required at an additional cost.	



Other Charges

Backstage area for events under 400 participants €250

Additional Equipment

Laptop computer	€165 / day
42" LCD confidence monitor (same image also shown on screen)	€150 / day
Mobile 65" LCD secondary display with built-in speaker	€350 / unit / day
Mobile 50" LCD secondary display (1 unit)	€200 / unit / day
Mobile 86" LCD secondary display (available for Töölö 1–5 rooms)	€450 / unit / day
Microphone speaker, Jabra	€55 / unit / day
Logitech MeetUp video conferencing system	€165 / unit / day
The price includes a fixed 25 Mbit internet connection, high-quality camera, speaker and microphone, and a professional presentation device. No software installation is required. Compatible with most common video conferencing platforms.	
PowerPoint remote	€25 / unit / day
Perfect Cue clicker	€50 / unit / day

Staff

Minimum charge: 4 hours

Meeting assistant

Weekdays	€65 / hour / person
Public holidays and Sundays	€130 / hour / person

Service staff

Weekdays	€45 / hour / person
Sundays and public holidays	€90 / hour / person

Technical surveillance (outsourced, starting price)

Weekdays	€130 / hour / person
Saturdays	€180 / hour / person
Sundays and public holidays	€260 / hour / person

The hotel does not employ its own technician; technical supervision must be ordered externally.

Security steward

Weekdays	€90 / hour / person
Weekdays after 00:00, public holidays and Sundays	€180 / hour / person



Cloakroom Services

Included in conference packages for over 50 persons (excluding Lumo room)

Otherwise

€3.50 / person

Minimum charge €300

Decoration

Outdoor torches on stands

€50 / 2 pcs

Rope barriers with posts, 1.5 m sections, connectable up to 6 x 1.5 m

€25 / 1.5 m

Flags

Two flagpoles are available in front of the hotel for guest use

€25 / day / flag on weekdays

Copying

Black-and-white copies

€0.35 / page

Colour copies

€0.70 / page

Parking

The hotel parking garage has 70 spaces and cannot be reserved in advance.

Hotel guests

€26 / day or €4 / hour

Internet Connections

Meeting LAN/WLAN

Meeting LAN or WLAN connections are available in limited quantities.

LAN/WLAN connection, 25 Mbit

€110 / connection / day

LAN/WLAN connection, 50 Mbit

€165 / connection / day

LAN/WLAN connection 100 Mbit

€220 / connection / day

LAN/WLAN connection 200 Mbit

€385 / connection / day

Wireless internet connection for the event: the client defines the network name and password. Wired internet connection for one device.

Must be ordered from the hotel at least one week before the event.

Crowne Plaza Conference internet connection is available free of charge

We offer guests free public wireless internet access at 10 Mb. Service availability is limited by access point, so speed depends on the number of simultaneous users. Access to the Crowne Plaza Conference network does not require separate login credentials.



Build-up and Dismantling

Unless otherwise agreed, doors are opened one hour before the event starts and closed 30 minutes after the event ends. Any additional build-up or dismantling time is chargeable and must be booked separately. Build-up time is charged at **€150** per hour, minimum 4 hours, **when the hotel determines the build-up schedule**. Build-up time is communicated to the client approximately one week before the event. If the client wishes to secure a specific build-up time, room rental will be charged according to the current price list.

Please note: build-up time does not include staff.

Private bar

Sales guarantee; mild alcoholic drinks and non-alcoholic drinks	€600 / 4 hours
Additional hours	€100 / hour
Sales guarantee; mild alcoholic drinks, non-alcoholic drinks and spirits	€800 / 4 hours
Additional hours	€100 / hour
(excluding Hesperia Ballroom, which has a fixed bar)	

Evening Event Surcharge after 23:30

€400 per started hour applies if the event includes a cue for lights off after 23:30.

Prices are subject to change.