

# musée + C genève

## Reservation form for the meeting room Espace Henry Dunant

|   |
|---|
| <b>Date of the event:</b><br>(Booking possible every day except all Mondays, as well as December 24th, 25th and 31st and January 1st) |
| Name of the event:<br>(to be mentioned only if different of the company name)   |

|                      |
|----------------------|
| <b>Company name:</b> |
| Mail address :       |

|                                       |
|---------------------------------------|
| <b>Person in charge of the event:</b> |
| Name:                                 |
| E-mail:                               |
| Phone number:                         |

|  |
|--|
| <b>Billing address</b> (to fill in if different of the company name)                           |
| Company name:  |
| Mail address :   |
| Upon confirmation, a full prepayment is requested. The Museum doesn't send a bill for payment. |
| Person in charge of the bill:  |
| Name:  |
| E-mail:  |
| Phone number:  |

| Timing of the event               | Start | End |
|-----------------------------------|-------|-----|
| Visit of the permanent exhibition |       |     |
| Visit of the temporary exhibition |       |     |
| Meeting                           |       |     |
| Cocktail                          |       |     |
| Dinner                            |       |     |

| Set-up   | Nbr of persons | Yes | No |
|--|----------------|-----|----|
| Theatre (rows of chairs)   |                |     |    |
| U (maximum 20 persons)   |                |     |    |
| Square table (maximum 20 persons)  |                |     |    |
| 1 speaker's table 160 x 80cm with 2 chairs   |                |     |    |
| 1 beamer (connexion possible : HDMI/VGA/Display Port/Mini Display Port)  |                |     |    |
| 1 projection screen  |                |     |    |
| 1 speaker's desk (no microphone available on the desk)   |                |     |    |
| 1 speaker's portable microphone  |                |     |    |
| 1 flip chart   |                |     |    |
| 1 welcome desk with 2 chairs   |                |     |    |
| For additional technical equipment, please contact <a href="mailto:contact@kenteco.ch">contact@kenteco.ch</a>                          |                |     |    |
| For mineral water and coffee break, please contact <a href="mailto:cicr.geneve@sv-group.ch">cicr.geneve@sv-group.ch</a>                |                |     |    |
| N.B. The technical equipment mentioned for the set up is included in the rental cost. The Museum doesn't provide technical assistance. |                |     |    |

| <b>Schedules</b>                      | <b>Arrival</b> | <b>Departure</b> |
|---------------------------------------|----------------|------------------|
| Contact name on the day of the event: |                |                  |
| Name of the caterer:                  |                |                  |

## General information

| <b>Equipment available at the Museum</b>                     |    |
|--|----|
| Chairs   | 99 |
| Tables 160 x 80cm  | 10 |
| Beamer (connexion : HDMI/VGA/Display Port/Mini Display Port) | 1  |
| Screen   | 1  |
| Speaker's desk   | 1  |
| Flip chart   | 1  |
| Speaker's portable microphone                                | 1  |
| Cloakroom-on-wheels  | 4  |
| N.B. This is the only equipment available at the Museum      |    |

| <b>For the meals</b>   |  |
|--|--|
| For a group lunch at the on-site restaurant, please contact <a href="mailto:cicr.geneve@sv-group.ch">cicr.geneve@sv-group.ch</a> (reservation required at 11:30am or 1:30pm) otherwise, please contact Restaurant Vieux-Bois (facing the Museum) at <a href="mailto:info@vieux-bois.ch">info@vieux-bois.ch</a> |  |
| <b>Official caterers</b> (to be contacted for the organization of an event)  |  |
| Genecand Traiteur SA   | <a href="http://www.genecand.ch">www.genecand.ch</a>                           |
| SV Group   | Contact : <a href="mailto:cicr.geneve@sv-group.ch">cicr.geneve@sv-group.ch</a> |
| Le Restaurant Vieux-Bois   | <a href="http://www.ehgrtraiteur.ch">www.ehgrtraiteur.ch</a>                   |
| Pro Entreprise Sociale Privée  | <a href="http://www.pro-geneve.ch">www.pro-geneve.ch</a>                       |
| Traiteur de Châtelaine   | <a href="http://www.traiteurdechatelaine.ch">www.traiteurdechatelaine.ch</a>   |

| <b>Practical information</b>   |  |
|--|--|
| <b>Access and parking</b>  |  |
| Through the town   | direction Palais des Nations (ONU/UNO)   |
| By highway A1  | exit Grand-Saconnex, direction ONU/UNO   |
| From the train station Cornavin  | bus N° 8, direction OMS/WHO or Appia, stop Appia                                   |
| From the airport   | bus N° 28, direction Jardin Botanique, stop Appia                                  |
| Parking  | blue zones nearby, spaces for buses and for disabled people in front of the Museum |
| <b>Visit of the permanent exhibition during opening hours</b>  |  |
| Group rate (as of 10 persons), CHF 10.00 per person. <b>For ten paying people, one entrance free.</b>  |  |
| An audio guide is included in the entrance price and accompanies the visit of the permanent exhibition. It is available in French, German, Italian, English, Spanish, Japanese, Chinese and Russian. |  |
| Guided tour, CHF 100.00 /guide - max. 20 people per guide - Duration 60 minutes. In French, German, Italian, English, Spanish, Japanese, Chinese and Russian.  |  |
| Opening of the Museum outside the scheduled times is possible at a surcharge.  |  |

| <b>Rental cost</b> (from the arrival of the person in charge of the event until the museum closing time) |             |
|--|-------------|
| From 10 a.m. to 5 p.m. or 6 p.m. depending the month   | CHF 1'000.- |
| From 8 a.m. to 5 p.m. or 6 p.m. depending the month  | CHF 1'500.- |
| From 10 a.m. to 8 p.m.   | CHF 1'500.- |
| Rental until 10 p.m.   | CHF 2'000.- |

N.B. The Museum will reserve the Espace Henry Dunant only after return of this reservation form.