



Price list for loan of premises at Aalborg University

Valid from 01.07.2024 - All prices are excl. VAT

Premises rent			
The rental price covers support during regular opening hours (Monday-Thursday 8:00-15:30, Friday 8:00-15:00) and the use of fixed AV equipment owned by AAU.			
Rent of stand (all day) DKK 2.000			
	Up to 4 hours	4-8 hours	More than 8 hours
Seminar room up to 40 persons	1.900 DKK	3.800 DKK	5.800 DKK
Seminar room 40-80 persons	3.800 DKK	7.700 DKK	11.500 DKK
Auditoriums and canteen areas	6.500 DKK	12.500 DKK	18.700 DKK
Start-up fee: 1000 DKK			
Start-up fee for events that include overnight stays: 5000 DKK			
Cancellation fee:			
0-7 days prior to start of the event: 100% of the rental price			
7-30 days prior to start of the event: 50 % of the rental price			
> 30 days prior to start of the event no cancellation fee will be charged			

Preparation of premises	
If there is a need to move or remove furniture and other equipment, moving services must be requested to perform the task. Applicable AAU contract rates. The final price depends on the scope of the task.	
The need for changes to table arrangements should be clarified with the Booking Manager.	
Various other tasks - the scope is agreed with the Booking Manager. Price DKK 500 per hour	

Cleaning	
Applicable AAU contract rates. Arranged according to the nature and size of the event, with a minimum of 3 hours.	
Hourly rate on weekdays	305 DKK
Hourly rate on weekends/ public holidays	346 DKK
Lack of clean up	1.000 DKK



Price list for loan of extra crew

Facility support	
Current rate set by Campus Service. For external events, on-site facility support is mandatory outside normal opening hours (Monday-Thursday 8am-3.30pm, Friday 8am-3pm)	
Hourly rate for on-site facility support coverage outside regular opening hours (Monday-Thursday 8:00-15:30, Friday 8:00-15:00) (Monday-Thursday 8am-3.30pm, Friday 8am-3pm) (from 30 minutes before the event starts to 30 minutes after the event ends)	500 DKK
Hourly rate for standby Facility support (on-call duty) Monday - Thursday at 3.30pm-11pm, Friday at 3pm-11pm and weekends at 7am-11pm. When called, an hourly rate (DKK 500 per hour) is added for on-site facility support	250 DKK
Transport tasks outside Aalborg city	
A charge is applied for driving – current rates as of 01.03.2025 at Moving Company Movato	
External move 1 – Moving truck with 1 mover, price per hour	460 DKK
External move 2 – Moving truck with 2 movers, price per hour	780 DKK
IT support	
Please contact IT Support at www.serviceportal.aau.dk in order to agree on a price.	
G4S Security	
Eg. security guard at major events, fire guard, etc. according to agreement. Current AAU-agreement rates.	
Price per hour	500 DKK



Price list for loan of event equipment and transportation

Event equipment	Want to order	Amount
Not all event equipment is available in all cities		
High tables Ø 80 cm		
Blue tablecloths for high tables		
Folding tables 180x80 cm		
Highchairs		
Blue cubes		
Coat racks incl. hangers		
50" TV on stand		
49" TV on stand		
Large coffee machine with thermos		
Whiteboards on tripods		
Red carpet, total 100 meters (various lengths)		
Speakers on stands		
Speakers on stands with Bluetooth		
Microphone with/without stand		
Mixers		
Telescopic flags 1-4 meters		
Indoor flags on stand		
Beach flags 4 meters with stand		
Beach flags 3 meters with spike or stand		
A-signs size A0		
A-signs size A1		
Construction signs		
Projector		
Projector curtain on stand		
Various banners with logo		
Carpet – 6 colors		
Extension cords		
Cable reels		
Glass vases		