

## INFORMATION SHEET REGARDING EVENTS IN THE CONFERENCE ROOM ON TOP FLOOR

Please send reservation requests to [josef.elmiger@stadtzug.ch](mailto:josef.elmiger@stadtzug.ch) or [bibliothek@stadtzug.ch](mailto:bibliothek@stadtzug.ch) and provide the following details:

- Who would like to make a reservation (association/organisation, contact person and phone number)
- What kind of event it is (meeting, reading, lecture etc.)
- Date and duration
- Number of participants
- How the furniture should be arranged (auditorium or u-shape style with speaker's table)
- Which equipment is needed (projector, screen, flip chart, pin board, microphones)

The rental is free of charge for non-profit organisations, associations and committees from the canton of Zug – provided that no additional effort is involved (special cleaning, supervision or attendance time).

Drinks or snacks will be tolerated if it does not result in increased cleaning efforts.

On Saturdays, events may take place only during the opening hours of the library. The conference room can be prepared in advance on Friday evening by 6.45 pm - previous consent of the caretaker (or his deputy) is needed.

We do not host profit-oriented events (sales events). Please contact the Theater Casino, restaurants or the municipality of Zug, which offers other rooms for rental ( <https://secure.i-web.ch/gemweb/zug/de/verwaltungspolitik/verwaltung/reservationen/saelereservation/> ).

### **For further inquiries please contact:**

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