## Do you want to use OYA for your event?

Thank you ♥

Please send us the answers to the questions below:

- When do you want to use the OYA? tell us the date and for how long your event will be.
- What is your event about? please briefly describe what you want to do and for which audience it is (for example exclusive or all gender/color?)
- Do you want to make a cooperation with OYA or you need OYA as a room for your own event?
- If your event is public, do you take care of all the promotions in social media or do you need help with advertising and/or designs?
- What do you need technically? microphones, speakers, projectors etc.

# **General Info About Using OYA**

- Nease allow planning and let us know at least 3 weeks before the event should take place.
- The Events during OYA's opening times can only take place on Tuesday, Wednesday and Thursday.
- Events have to end at 22 o'clock latest. Afterwards you are welcomed to chill together with the other OYA guests.
- Sundays and Mondays are outside of opening times and require extra approval due to noise, team availability and other capacities. Timing has to be discussed individually per event.

### house rules

- no loud music is allowed, please keep the volume as low as possible.
- our neighbours complain when there are too many people standing outside.
- no use of the garden possible unfortunately.

If you rent the place for your event:

- e please clean before and after using the space and put everything back in order.
- ීත do not use the bar (drinks etc.) without agreement.
- $\boxtimes$  in case things get broken, please notify the OYA representative right away and take care of replacement or costs. Thank you.

### <u>kitchen use</u>

- f you use the kitchen there will be varying costs to cover gas, water, electricity etc.
- f If you plan to cook and sell food at OYA, we ask for a percentage of the profit to be shared with the bar to support the community space.

### entry

We generally don't take entry fees at OYA. But it is possible to take donations, collect money after the show or put a donation box on the bar counter to support the artist and/or organization.

#### rent

- For organisations/Vereine/Institutions with funding: 200€-500€
- Without funding: please talk to us we will find a solution together.