

Event service | Event enquiry form

1 Information about the organizer

Company | Organisation

Contact person

E-Mail

Phone

Billing adress and VAT No.

2 Event is organised in cooperation with:

(if applicable, please also specify the executive event agency)

Cooperation partner

Address

Contact person

E-Mail

Phone

Humboldt-Innovation GmbH

Ziegelstraße 30

10117 Berlin

Phone +49 [30] 2093-70778

events@humboldt-innovation.de

www.humboldt-innovation.de

Brief description of the content of the event

5 Event date

Start date _____

End date _____

Expected number of participants _____

6 Requested Venue

Building	Room	Beginning/end of the event	Plus construction time	Plus dismantling time
_____	_____	from _____ to _____	from _____ to _____	from _____ to _____
_____	_____	from _____ to _____	from _____ to _____	from _____ to _____
_____	_____	from _____ to _____	from _____ to _____	from _____ to _____

7 Desired seating

a

	Banquet Hall Luisenstraße	Chapel of the Holy Spirit	Vetinary Anatomy Theatre
Kino	<input type="checkbox"/> 100 seats	<input type="checkbox"/> 130 seats	<input type="checkbox"/> Fixed seating

b Different seating
(additional costs are incurred)

	Banquet Hall Luisenstraße	Chapel of the Holy Spirit
Cinema (standard)	<input type="checkbox"/> _____ 100 seats	<input type="checkbox"/> _____ 150 seats
Parliament	<input type="checkbox"/> _____ 48 seats	<input type="checkbox"/> _____ 60 seats
U-shape	<input type="checkbox"/> _____ 40 seats	<input type="checkbox"/> _____ 52 seats

Further options by arrangement.

8 Required technical equipment

HU technical package

Festsaal	Chapel of the Holy Spirit	Vetinary Anatomy Theatre
<input type="checkbox"/> Projector	<input type="checkbox"/> Projector	<input type="checkbox"/> Projector
<input type="checkbox"/> Sound system	<input type="checkbox"/> Sound system	<input type="checkbox"/> Sound system
<input type="checkbox"/> Desktop microphone	<input type="checkbox"/> Desktop microphone	<input type="checkbox"/> Desktop microphone
<input type="checkbox"/> Additional microphones (max. 2 pcs.):	<input type="checkbox"/> Additional microphones (max. 4 pcs.):	<input type="checkbox"/> Additional microphones (max. 4 pcs.):
<input type="radio"/> 1 hand micro	<input type="radio"/> 1 hand micro	<input type="radio"/> 1 hand micro
<input type="radio"/> 2 hand micros	<input type="radio"/> 2 hand micros	<input type="radio"/> 2 hand micros
<input type="radio"/> 1 clip-on micro	<input type="radio"/> 1 clip-on micro	<input type="radio"/> 1 clip-on micro
<input type="radio"/> 2 clip-on micros	<input type="radio"/> 2 clip-on micros	<input type="radio"/> 2 clip-on micros

What technical support would you like?

- Set-up and dismantling only
- On-site support through the entire event

9 Allgemeine Angaben zur Veranstaltung

Is it a public event? Yes

No

Is there an enhanced degree of danger?
(e.g. sensitive topics, guests with special security level)

Yes

No

10 Are there any ancillary services planned?

None

Refreshments

Lunch and/or dinner

Flowers or other decoration (NO open fire)

Other

11 Would you like additional support from Humboldt-Innovation?

Yes, by _____

No

Interpreting

How did you hear about us?

Please mail the completed form to us:
events@humboldt-innovation.de