EVENTMANUAL

Everything you need to know about organizing events

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Route

Theater Amsterdam is situated along the IJ river at Danzigerkade and is easily accessible by car, bicycle, and public transport.

Public transport
From Amsterdam Central Station / ±20 minutes
Bus 48 toward *Houthavens*, exit at final stop *Koivistokade* (±15 min).
2-minute walk to the main entrance of Theater Amsterdam

From Station Sloterdijk / ±20 minutes
Bus 22 toward *Muiderpoort*, exit at *Spaarndammerstraat*.
10-minute walk via *Spaarndammerdijk > Houthavenweg > Haparandaweg.*

**Note:* Houthavens is a district which is constantly under development – check www.gvb.nl or www.9292.nl before departure.

By Bike
From Amsterdam CS / ±15 minutes
via *De Ruijterkade > Westerdoksdijk > Spaarndammertunnel > Houthavenweg > Haparandaweg.*

From Station Sloterdijk / ±13 minutes
via *Changiweg > Kabelweg > Transformatorweg > Haparandaweg.*

By Car
Set navigation to: Minerva Parking, Koivistokade 36, 1013 BB Amsterdam.

From The Hague / Schiphol:
A4/A10 exit S102 > Transformatorweg > Archangelweg > Koivistokade.

From Zaandam:
A8/A10 exit S102 > Transformatorweg > Archangelweg > Koivistokade.

From Amsterdam City Centre:
via S100 > Pontsteiger > tunnel > Archangelweg > Koivistokade.

**Note:* Houthavens is a district which is constantly under – always check your route before departure.

Parking

Minerva Parking / next to Theater Amsterdam
Address : Koivistokade 36
Capacitity : 600 parking spaces, max 300 can be reserved for events
Rates : €2.50/30 min or €30/day
Payment : Card only at payment machine

Street Parking
Rate : €6.98/hour (09:00–24:00 hrs) | Sunday: free

Parking via invoice
If you wish to reimburse parking for your guests, we can provide a scanner to register exit tickets. Costs will be charged on post-calculation base, based on the number of cars and registered hours.

(Un)Loading

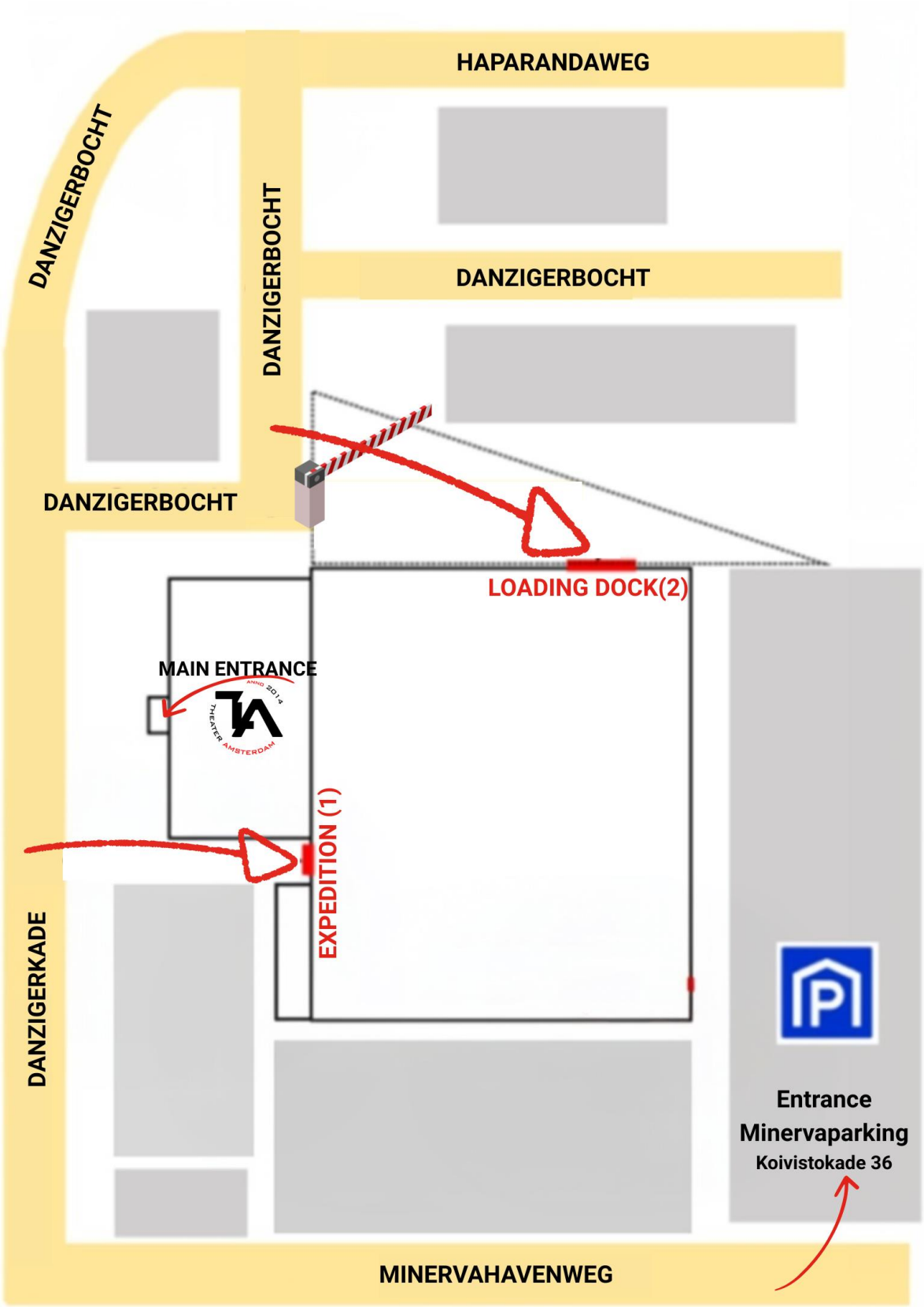
Events in Foyer & Loft / via EXPEDITION (1)
Location : Right side / enter alley
Door size : Width 2,40 m × Height 2,30 m

Evens in Auditorium & Blackbox / via LOADING DOCK (2)
Location : Left side / enter parking lot via barrier
Door size : Width 2.92 m × Height 3.20 m

Loading and unloading is only allowed after registration via **020 7055007** or the number on the door.

House Rules – (Un)loading
Client is responsible for communicating all rules to suppliers, crew, and producers.

- **One vehicle at a time.** Only one vehicle per loading dock. If occupied, wait outside the barrier
- **It is prohibited to park on the parking area behind the barrier**. This area is only for loading and unloading. During build-up or break-down vehicles cannot stay at the loading dock and must be moved from the area.
- **It is not possible for a truck to turn in the area behind the barrier.** Drive in reversed before entering the barrier when necessary.
- **Watch the barrier when backing up.** Pay attention while driving the truck in reverse on the parking lot. There is a traffic barrier that is often overlooked.
- **Silence during plenary program.** It is not allowed to open the overhead door during plenary sessions due to noise disturbance. That is why we ask our clients to notify this beforehand to their own suppliers and artists.
- **Safety and communication.** Wear safety shoes and visible clothing (e.g. reflective vest).
- **Pallets and other materials.** Materials or pallets may not be left behind; disposal costs will be charged.


HAPARANDAWEG
DANZIGERBOCHT
DANZIGERBOCHT
DANZIGERBOCHT
DANZIGERBOCHT
LOADING DOCK(2)
MAIN ENTRANCE
EXPEDITION (1)
DANZIGERKADE
Entrance
Minervaparking
Koivistokade 36
MINERVAHAVENWEG

Deliveries

It is possible to plan deliveries to Theater Amsterdam within a maximum of one day before the event, as long as this is agreed upon with the sales manager or producer of Theater Amsterdam. The dutymanager will accept these deliveries and will make sure they are stored in the right place. We expect all the items will be removed on the day of the event. Theater Amsterdam is not responsible for earlier delivered items or items that are left behind.

We kindly ask you to clearly mention the name and date of the event on the on the delivery.

Please note: Deliveries on pallets are possible, but keep in mind this may have additional costs for the processing of the waste of the pallets if these are left behind.

Facilities

Restrooms
Theater Amsterdam has an adequate amount of restrooms. Guests in the Auditorium or in the Blackbox can make use of the restrooms in the Foyer.
Foyer : 20 women's toilets, 5 men's toilets, 12 urinals and 1x accessible toilet
Loft : 2 women's toilets, 2 men's toilets

Climate
The entire building has climate control and the Foyer and Loft have heated floors.

Damage
These guidelines have to be taken into account to prevent damage:

- No posters/other materials to the walls, the pillars and on the doors without approval
- Furniture, crates, chairs and other materials must be carried, not pushed.
- Only make use of trolleys with rubber wheels.
- In the Foyer and on the Loft the use of pallet trucks is not allowed.
- Only make use of cherry-pickers with non-marking tires.
- Do not make use of duc-tape on all floors, PVC tape is mandatory.
- Always make use of appropriate mats underneath bars, buffets and other furniture. These are available for you with the duty manager.
- When water or other liquids leak on the floor, dry this directly.
- Vehicle tyres may not be placed directly on the Black Box floor; protective material must be used underneath.

Theater Amsterdam reserves the right to recover any damage caused to the property from the client.

Cleaning and waste processing
The rented areas will be clean when handed over at the start of the rental period. The deployment of a service cleaner during the event is mandatory. During the event he or she will check the toilets and the rented areas. Please keep in mind the service cleaner is not scheduled to clean after a build-up. In this case it is necessary to plan an extra interim cleaning.

We assume the waste of the items that the organization has brought will be taken away at the end of the event. Do you prefer renting a container with us? Please notify us in advance.

Fireworks / Balloons / Confetti
It is not allowed to use confetti or light fireworks or sparklers in the building or in the near area. It is allowed to have helium balloons in the building, as long as these are attached properly. Due to the hight of the ceilings, an 'escaped' balloon is not easily removed. When this does happen extra cleaning costs and a night guard will be charged.

Lost & Found
Items left behind are at own risk. Contact on lost & found: events@theateramsterdam.nl

Standard furnishing

Theater Amsterdam has contemporary furniture, which can be used free of charge in the Foyer. However, if there is a preference for different styling, we are happy to assist you.

Cloakroom
The cloakroom is equipped for safely storing coats and bags of guests. The cloakroom is fully furnished and has a capacity of 1100 coats and 250 bags. Do you expect more bags? We advise you to rent lockers.

Foyer
The following standard furnishing is available.

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18 x high top table
74L x 74W x 108H cm

30 x high chair gold

25 x table + 38 x chairs
50L x 60W cm

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1 x semi-circle desk

6 x buffet table – 55,- euro per table
90L x 200W x 88H cm

Loft
We would like to discuss the furnishing of the Loft with you.

Auditorium
The Auditorium has a standard of 926 seats. For a fee this can be expanded to 1091 seats. In addition, the presentation area is in front of the screen and when desired the screen can be opened and still be projected.

Blackbox
Behind the big projection screen in the auditorium, the Blackbox is hidden. The Blackbox is a space of 1200 m2 that will be delivered empty, so together we can transform the space in every desired setup. With the help of our furnishing and decoration partners, the space can be transformed into a night club, a sit-down dinner room, a sponsor market or a festival area.

Elevators

Passenger elevator – Foyer

Length	inside:	240 cm	door:	
Width		106 cm		90 cm
Height		240 cm		230 cm
Maximum load		1000 kg		

Specifics: This elevator is in shared use with the companies on the second and third floor of the building. Please take this into account when using it

Goods elevator – Expedition

Length	inside:	209 cm	door:	
Width		106 cm		90 cm
Height		240 cm		230 cm
Maximum load		1000 kg		

Specifics: This elevator provides access to the stewarding kitchen and the Loft and operates only between the ground floor and the first floor.

Branding

Theater Amsterdam is a distinctive venue featuring an impressive entrance. It offers the perfect setting to highlight your brand, company name, or logo, with extensive possibilities for custom branding.

Branding – included as standard

Narrowcasting 3x	88 x 50	HxW	Provide image ratio 10x16

Building outside

Abri's	175 x 118,9	LxW	2 abri's, 4x Abri Branding (sticker)
Windows doors entrance	71,5 x 284	WxH	
Entrance: window right/left	261 x 304	WxH	
Windows on ground floor	195 x 419	WxH	Side of the building 203 B
Window frame	5,00 x 2,00	WxH	
2x Banners – Parking place	4,00 x 2,50 m	LxW	
Carpet canopy	1200 x 380	LxW	Standard size of canopy is 400cm.

Building inside

Pilars foyer	88 Ø x 361	cirlexH
Stair steps foyer	235 x 18 x 28	WxHxDepth
Elevator door	90 x 240	WxH.
Red hall	29913 x 300 x 282	LxWxH
Theater entrance	40 x 195	WXH
Semi-circle desk	457 x 78	WxH
Vending wall	121 x 389 x 329	LxWxH - 40 Doors of BxHxD 17x9x14

Branding toilets

Toilet doors	92x235cm	WXH
Ceiling height at toilets	400 cm	High

Our partner for stickers & information on other branding possibilities**:**

Brand Your Event
Bas de Jong – Branding Specialist
Tel: +31 6 45 47 49 70
Kantoor: 088 – 77 66 600
Email: bas@brandyourevent.nl
Website: https://brandyourevent.com/venues/theater-amsterdam/

Dutymanager & FOH-staff

Duty manager
During every event and during the build-up and break down of this event, a duty manager is present. The duty manager is present on all the day(s) of your reservation as your first contact person regarding Theater Amsterdam and to answer any remaining questions. Besides this the duty manager is happy to advise you regarding furnishing, decoration and a good flow of the event. In case of emergencies, the duty manager is responsible for Theater Amsterdam as the head of Emergency Response Officer (ERO) and contact person for the visiting organization and possible emergency services. The duty manager is supported by a First Aid team. The First Aid team will provide (medical) support and/or guidance during an evacuation.

For questions about the safety plan of Theater Amsterdam you can send an e-mail to:
dutymanager@theateramsterdam.nl

Or call:
020 7055007

Front of house staff
Part of the responsibilities of the duty manager is leading the front of house staff. These employees are part of the safety plan, are all First Aid trained and are present to guarantee the safety during an event. The advice of Theater Amsterdam about the deployment of this staff is leading. The FOH-team usually consist of:

Cloakroom – Safe and secure storage of all bags and coats and part of Emergency response team.
Usher – Guiding of guests in Auditorium, guarding safety during program and emergency response officers.
Security – Qualified, representative and hospitable. Mandatory during evening programs.

Emergency response / First aid
During events, an adequate amount of emergency response staff will be present. In case you need extra first aid employees during your event we would be happy to arrange this for you.

Firewatch
It is mandatory to hire a fire watch when detection systems are temporarily out of operation due to smoke machines or the use of open flames or gas outside the kitchen. We can arrange this for you.

AV

For all our technical specifications, next to this manual, a technical rider is available online. If this information does not answer your questions, you can contact our technical producer Martin de Ridder via mderidder@theateramsterdam.nl

Power
It is the responsibility of the organization to provide a power plan. This plan is often made in collaboration with the AV supplier of the event. Prior to the event the power plan will be checked by our technical department. All the wall sockets in the building can be used upon request.

WiFi
Theater Amsterdam provides a standard Wi-Fi network that can be used during events. It is also possible to use your own network name; please note that this is subject to an additional fee.

Network:	Theater Amsterdam
Password:	Events2026!

Dressing rooms

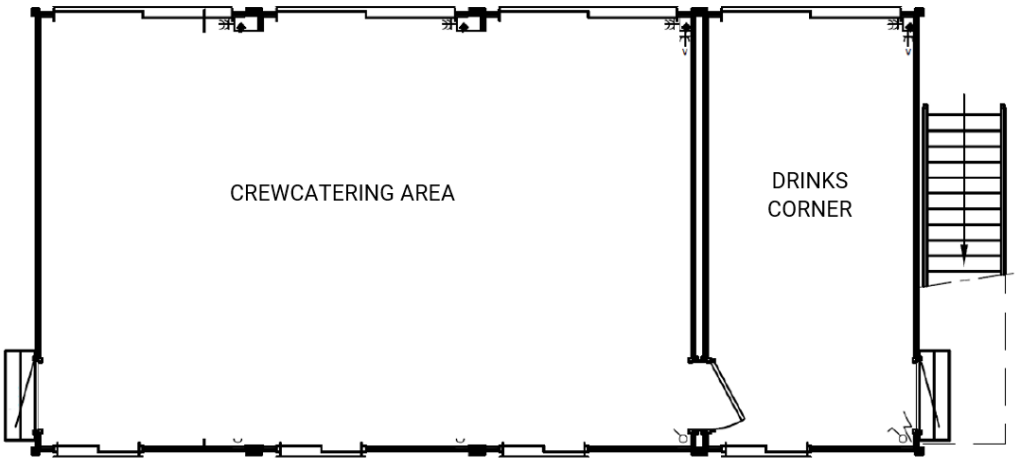
Backstage, Theater Amsterdam offers a range of dressing rooms, all equipped with standard furnishings. Catering for artists can also be arranged. We kindly request that riders are provided in advance.

The crew catering area is located on the ground floor and is used for serving food and beverages to the crew. The dressing rooms are located on the first floor. Dressing rooms 1, 2, and 4 are equipped as standard dressing rooms, while dressing room 3 is set up as a production office and furnished with a large table.

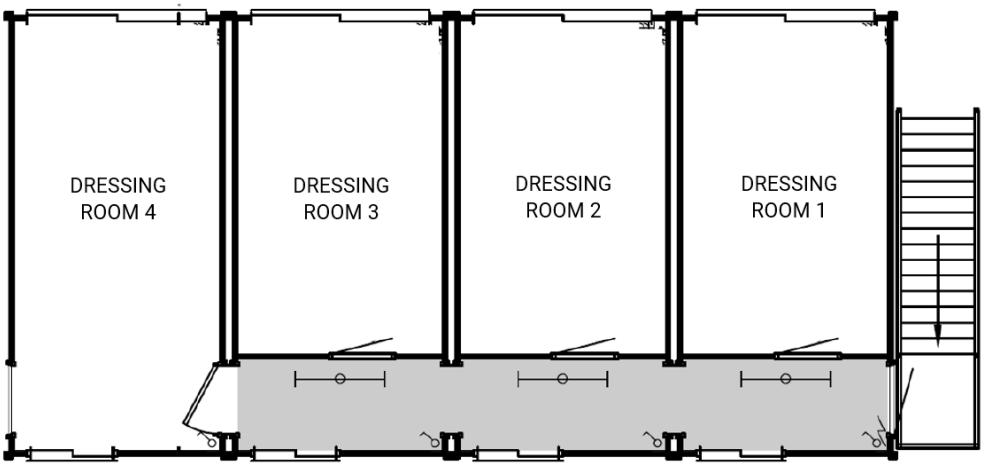
Measurements dressing rooms

Crew catering area	9x6	LxW
Drinks corner	3x6	LxW
Dressing room 1	3x5	LxW
Dressing room 2	3x5	LxW
Dressing room 3	3x5	LxW
Dressing room 4	3x6	LxW

Ground floor



1st Floor



Accessibility

Theater Amsterdam is accessible for guests with reduced mobility. Kiss-and-ride spaces are available at the front of the building for convenient drop-off. A wheelchair-accessible path on the right side of the theatre provides access to the terrace. The venue also features an accessible restroom, and the auditorium includes two designated wheelchair spaces in row 7.

(Crew)Catering

The culinary team at Theater Amsterdam is delighted to arrange catering for both guests and crew during set-up and event days. Our dedicated staff provide attentive service to both guests and the team behind the scenes.

Please note: Bringing or consuming your own food and beverages at Theater Amsterdam is not permitted.

During every event, the catering team is managed by a party manager, who is responsible for all catering-related matters, including crew catering.

House rules

- In the Foyer and Loft the use of pallet trucks is not allowed.
- Do not remove ceiling panels.
- Open candle light is only allowed after approval of the duty manager.
- Smoking in the building is prohibited.
- All the fire doors in Theater Amsterdam must be able to open and close at all times.
- Escape routes must be taken into account when placing furniture and other materials.
- It is not allowed to bring glassware into the theatre.