

GUIDE AND TECHNICAL SPECIFICATIONS

LIVE ART DENMARK - LIVE ROOM / EXHIBITION SPACE

Content

Contacts	Alarm System/Keys
Location	House Rules
Surroundings	Working hours/Opening Hours
Public transport / Taxi	
	Technical Equipment
Building and general floorplan	Tools
Live Room / Exhibition space	Insurance
Floor	
Ceiling	Emergency
Doors and windows	
Electrical installations	
Internet connection, Network and Wifi	
Heating and plumbing	
Changing room/shower/Toilets	
Kitchenet	

Contacts

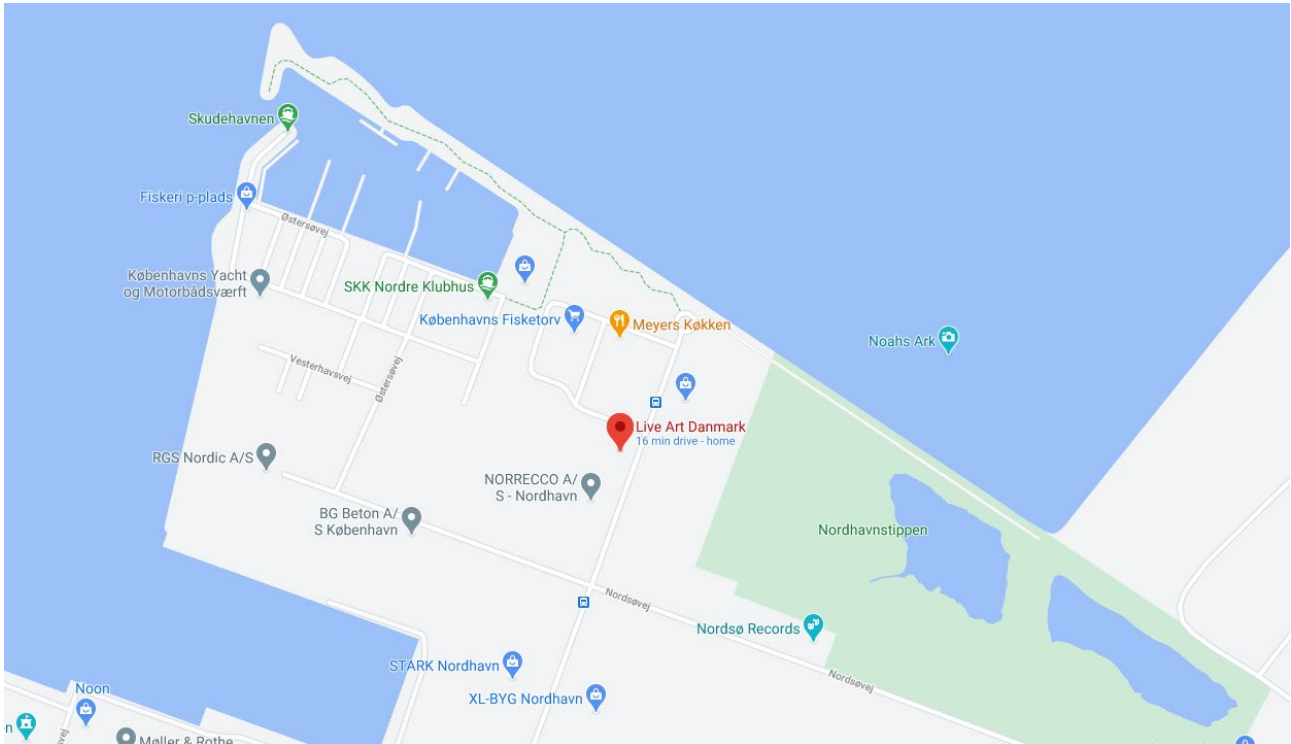
Name	Henrik Vestergaard	Ellen Friis	Lars Vind-Andersen
Title	CEO /Artistic Director	CAO /Artistic Director	Producer
Mail	henrik@liveart.dk	Info@liveart.dk	lars@liveart.dk
Phone	+45 40 98 09 79	+45 26 21 73 91	+45 28 86 08 92

Location

Live Art Denmark office and live room is located at Kattegatvej 39, Postal code: 2150 Nordhavn, Denmark. Goggle map link: <https://goo.gl/maps/Q3x3pHyCdNV1DR7j7>

Surroundings

Nordhavn is an area in developemt. It is still dominated by multible building sites, shipping industy, low industry, office buildings, and small marinas. Our location is situated right at the tip of Nordhavn, and the seaside is righth down at the end of the road. There is actually a small rugged nature area and a pier from wich you can take a dip in the sea located at the end of the road and to the right.



A word of advice. PLAN AHEAD when you go there to work. There are no shops or food vendors close by. It takes a minimum 10 minute bicycle ride og 36 minunute walk to get to the closest one, and then of cause the same going back.

We have made a small list of the closest food vendors, shops and hardware stores

Public transport / Taxi

If you are comfortable with riding bicycle, we recommend that. You can reach our location Copenhagen by taking Bus 164 direction Oceankaj. Since the area is changing, the public transport is rerouted to from time to time to better accommodate the area, so be sure look up the route on goglemap.

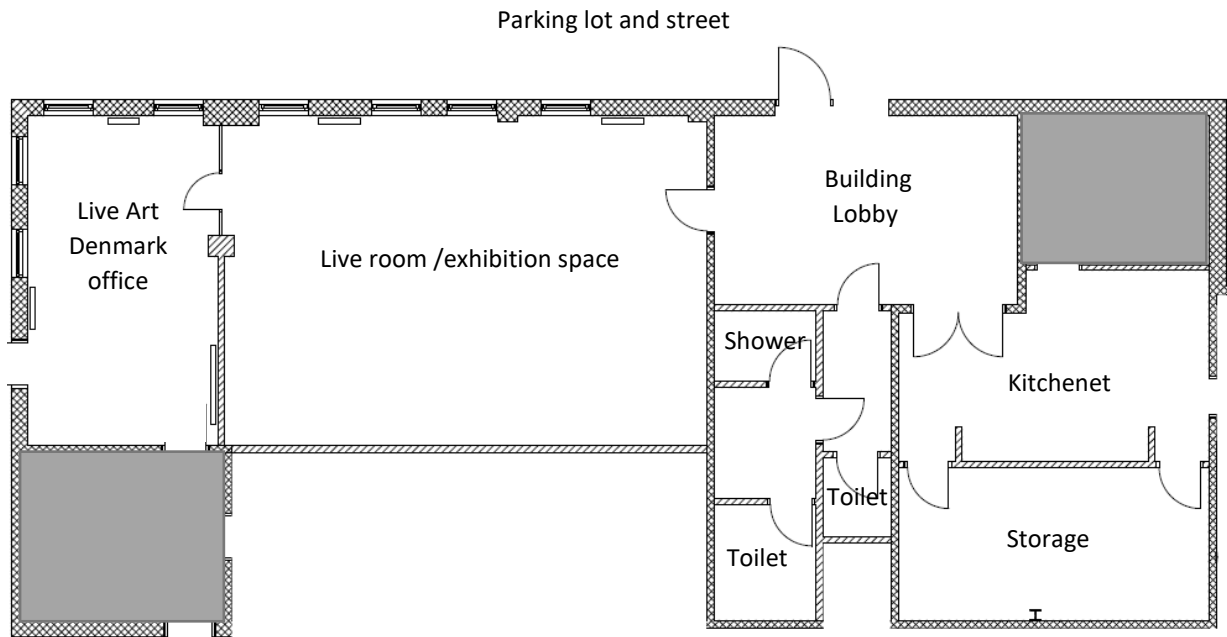
Take note. Currently when you are going back, do not use the same bus stop as when you go here. The bus will take you to a ferry terminal, where it waits for at least 15 minutes before going back. Go to the end of Kattegatvej heading towards the city and turn right on Baltikavej. There is a bus stop right there.

Taxi is rather expensive. We recommend Taxa 4x35, phone +45 35 35 35 35. If you have a smartphone you can also use the Taxa 3x35 app.

Please note that unless you have a specific agreement regarding taking a taxi, Live Art Denmark does not reimburse taxi rides.

Floorplan

The Live room /Exhibition space is situated in a building shared with other businesses. Below is a general floorplan of ground floor of the. In the building lobby there is a staircase taking up most of the space and leading to other offices. Lobby, kitchenet, toilets and shower are shared with the other tenants. The grayed-out areas are not accessible.



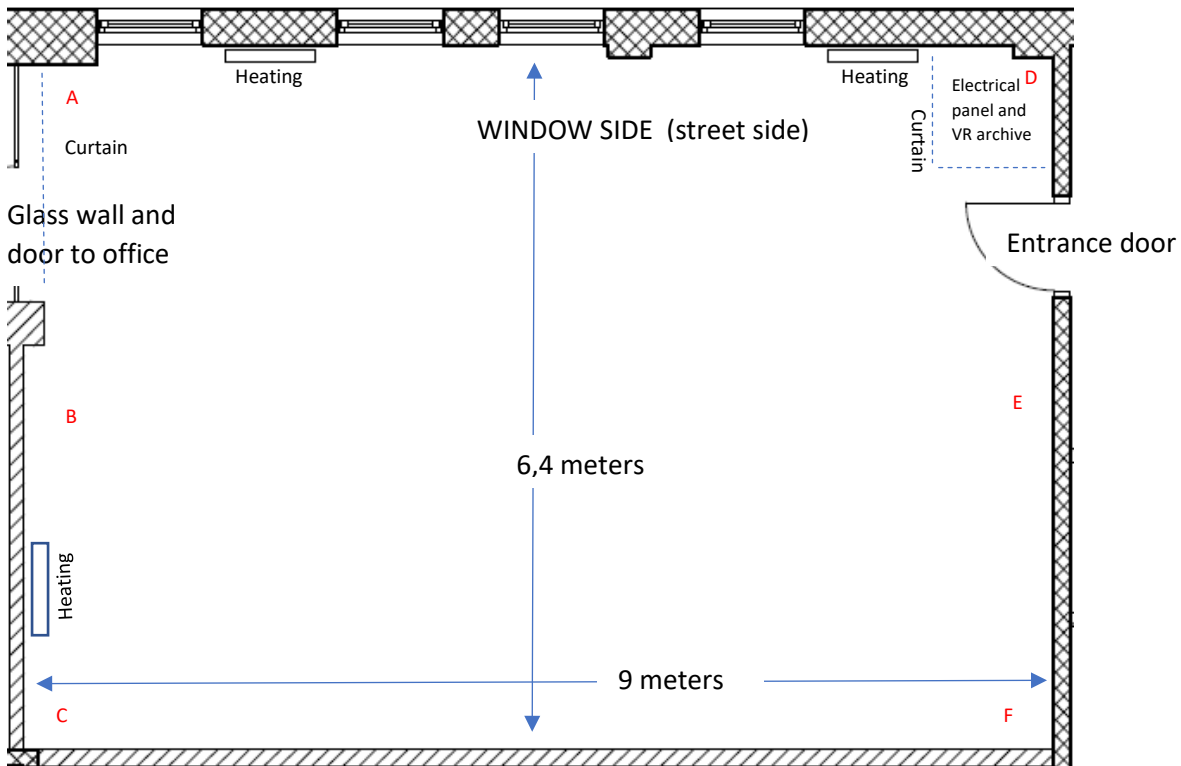
There are 3 different floor plans. There is an original floorplan to scale. There is a floorplan with detailed measurements of the live room, and there is a blank floorplan of the live room you can use for planning. All files are pdf. There is no .dwg or similar technical drawing available.

Generally, the only space available for use is the Live room /exhibition space. If you have some ideas for using the space outside or similar let us know. It will require you to be quite specific as we will have to get permission. We use the office for our day to day work, so it would be impractical to include this in any performance or exhibition.



Live Room / Exhibition space

The basic dimensions of the room are 9 meters long and 6,4 meters wide and 2,24 m from floor to ceiling. Please refer to the floorplan with detailed measurements if you need to know exact dimensions on walls, doors, and pillars. Please see attached file with images of the room. Below is a basic plan with fixed installations.



Walls

The wall at the entrance and the wall with glass door into the office are both solid concrete walls. The longest wall without windows is drywall. The wall with windows is a drywall shelling of the outer wall. It is restricted to what is possible regarding nails, screws or similar and painting the wall. Please ask us what is possible, and under no circumstances do anything to the walls without permission. Walls are plain white.

Floor

The floor is standard housing wood panel floor with a white washed oil finish.

No nail, screws or similar can be used drilling into the floor. No painting or otherwise applying substances to the floor. Please be careful not to scratch and otherwise damage the surface when moving things around.

**Ceiling**

There is 224 cm from the floor to the ceiling. The ceiling is made of panels with for acoustic regulation. No nail, screws or similar can be used drilling into the ceiling. Hanging things from the ceiling is therefore problematic. Please let us know as soon as possible if you want us to investigate a solution for hanging materials. The ceiling is light brown with a wood fiber structure. Painting the ceiling is strictly prohibited.



Doors and windows

The entrance door has following dimensions:

There is a total of 4 windows in the Live room/exhibition space, facing the parking lot and street. The dimensions are: All windows are effectively also doors since they open in full. All windows have blinds (Pleated Shades).

Beware that it is windy in the area. You must secure the window frame with a heavy object or strap if you want to leave it open. Otherwise it can accidentally slam into the building and break.

Be careful if you are loading materials through the windows

Window, door closed



Window, door open

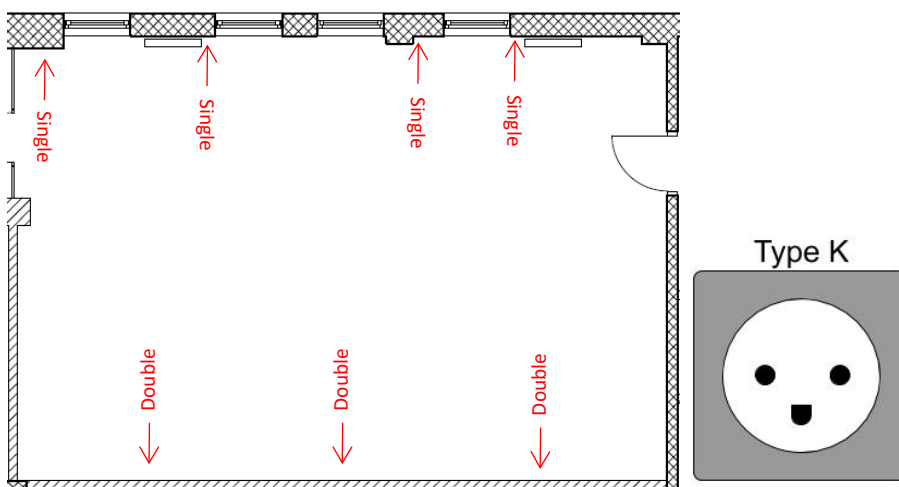


Window, blinds down



Electrical installations

There is no high amp outlet available. Only standard household 220-230 v outlets with type K sockets. The circuit that runs the outlets (along with the lighting in the office) is max 10 amp. There is a total of 4 single and 3 double outlets available. There is another outlet next to the entrance door, but this is not available as it powers the alarm system.



General lightning

The general lighting is imbedded in the ceiling construction. There is a total of 30 fixtures in 5 rows of 6 fixtures. The light is not dimmable. It can either be on or off. It is cumbersome to remove individual bulb. Light fixtures are not suitable to be covered. Please refer to room images for placement of fixtures.



Internet connection, Network and Wifi

There is a 4G internet connection at the location. It has a 200GB monthly limit. The connections are run from a router that has 4 available CAT7 sockets. The router also runs a dual band 2,4/5,0 hz Wi-Fi. In the Live room/exhibition space there are 3 CAT6 wall mounted sockets. These can be utilized via a small matrix located next to the entrance door.

Heating and plumbing

There are 2 heaters on the window side and an air to air heat pump on the wall. Please refer to floorplan with detailed measurements for placements.

There is no access to water in the room. There is water and a sink in the toilets and the kitchenet, but these are common areas used by other tenants in the building, and therefore must be kept clean at all times.

Changing room /shower / Toilets

There is no dedicated changing room. You can use the showers and the toilet. However, these facilities are shared with all tenants, so you can't leave toiletries, towels, etc. Since the other tenants are mainly in the buildings from 7am to 6pm it is possible to be a bit looser in the evening – as long as you clean up before the next morning.

Note. In case there is no toilet paper we do always stash some in the office or storage room.

Kitchenet

You are free to use the kitchenet for preparing small meals during your stay. There are only some very basic cooking utensils. There is a small stove, but no oven or microwave oven. Please don't expect basic ingredients like oil, salt and pepper. You must bring everything.

You can use the refrigerator to store your food.

There is a coffee maker in the office which you are free to use. Please let us know if we need to buy more coffee capsules, preferable before we run completely out.

Alarm System /Keys

You need both a key and an alarm token to access the location. This will be handed out to you by Henrik or Lars and you need to sign form.

Please note that the alarm system will track when you enter and leave.

As a rule, keep you key on you when you leave the room. The main door will lock when closed unless you shift a small lever at the lock. If there is no one else there we recommend you do not use this function so that you do not accidentally leave it open when you go or leave thins unattended if you go to the kitchen or toilet.

If you locked yourself out of the room, you need to call either Henrik or Lars for further instructions.

Loosing or not returning the key and alarm token. You are responsible for the key and alarm token. If you lose these, we will have to charge you for a replacement. The alarm token is not critical, as it is easily deactivated and replaced, however loosing, or not returning the key requires us to replace all other keys and recode the lock.

Please note that the alarm system will track when you enter and leave.

House Rules

There is no smoking in any room of the building. If you are smoking outside, please use an ashtray and do not litter your cigarette buds on the ground.

When using the kitchenet clear up before you move on to do anything else.

When using the refrigerator please make sure that you clean it out before your last day and keep things in containers.

For safety reasons and for the common working environment you har not allowed to consume alcohol on the premises during work. Social gatherings that involve alcohol must be approved in advance. There is no alcohol permit for the space, so for any events with public access we must apply for a permit.

You are not allowed to sleep in the space.

You are under no circumstances allowed to use, store, or carry illegal substances on the premises.

Live Art Denmark has a policy of zero tolerance of discrimination and sexual harassment.

Working hours / Opening Hours

There are no fixed working hours or opening hours. It may vary from day to day. We will do our best to keep you informed when you can expect anyone to be there. However, generally the working hours are from 9am to 17pm at hours at our office, and from 7am to 18pm in the building.

Technical Equipment

There is limited technical equipment. Please contact Lars for a updated tech-list, and let us know what you need in advance. We will figure out we have at the time, can lent, or afford to rent.

Tools

There is no workshop, but some basic tools at the premises. Please inform us about any tools that you expect to need in advance.

Insurance

As a rule, your personal items – like your phone, computer, camera and similar - are self-insured. Materials and equipment use in a performance or exhibition are insured on a case-by-case basis. This means that unless you have made us specifically aware that you are leaving valuables they are not covered by our insurance.

Emergency numbers

In the event of an emergency, call the **emergency services at 112** for ambulance, police, and fire services. When you dial the emergency call center you will be asked for your name, address, and the phone number from which you are calling.

Call the emergency telephone number 112 if you need urgent medical assistance with acute, life threatening illness or with injury. You should call 112:

- when you need an ambulance
- in case of an accident
- in case of fire

Otherwise you can call 1813. 1813 is the emergency line in The Capital Region of Denmark. Physicians and nurses will guide you to proper and quick help when your GP is not available. You should call 1813: When your own doctor (GP) is not available or before going to the emergency room.

First Aid kit including eye rinse can be found in the office

There is an emergency defibrillator at the harbor nearby about 10 minutes away.