AALBORG UNIVERSITET

Price list for loan of premises at Aalborg University

Valid from 01.11.2026 - All prices are excl. VAT

Room rental

The rental fee includes support during normal opening hours (Monday–Thursday, 8:00–15:30, and Friday, 8:00–15:00) and use of permanently installed AV equipment provided by AAU.

Rent of stand (all day) DKK 2.000

	Up to 4 hours	4-8 hours	More than 8 hours
Seminar room up to 40 persons	1.900 DKK	3.800 DKK	5.800 DKK
Seminar room 40-80 persons	3.800 DKK	7.700 DKK	11.500 DKK
Auditoriums and canteen areas	6.500 DKK	12.500 DKK	18.700 DKK

Start-up fee: 1000 DKK

Start-up fee for events that include overnight stays: 5000 DKK

Cancellation fee:

0-7 days prior to start of the event: 100% of the rental price

7-30 days prior to start of the event: 50 % of the rental price

> 30 days prior to start of the event no cancellation fee will be charged

Room setup

If furniture or other fixtures need to be moved or removed, moving services must be requested to carry out the work. Standard AAU rates apply. The final price depends on the scope of the work.

Any changes to the table layout must be agreed with the booking coordinator.

Various other tasks - the scope is agreed with the Booking Manager. Price DKK 500 per hour

Cleaning

Applicable AAU contract rates. Arranged according to the nature and size of the event, with a minimum of 3 hours.

Hourly rate - weekdays (first 3 hours)	399,93 DKK
Hourly rate - weekdays (after 3 hours)	477,12 DKK
Hourly rate – weekends and public holidays	502,52 DKK
Insufficient clean-up	1.000 DKK

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Price list for loan of extra crew

Facility support Current rate set by Campus Service. For external events, on-site facility support is mandatory outside normal opening hours (Monday-Thursday 8am-3.30pm, Friday 8am-3pm)	
Hourly rate for on-site facility support coverage outside regular opening hours (Monday-Thursday 8:00-15:30, Friday 8:00-15:00) (Monday-Thursday 8am-3.30pm, Friday 8am-3pm) (from 30 minutes before the event starts to 30 minutes after the event ends)	545 DKK
Hourly rate for standby Facility support (on-call duty) Monday - Thursday at 3.30pm-11pm, Friday at 3pm-11pm and weekends at 7am-11pm. When called, an hourly rate (DKK 500 per hour) is added for on-site facility support	275 DKK

Transport tasks outside Aalborg city A charge is applied for driving – current rates as of 01.03.2025 at Moving Company Movato	
External move 1 – Moving truck with 1 mover, price per hour	460 DKK
External move 2 – Moving truck with 2 movers, price per hour	780 DKK

IT support Please contact IT Support at www.serviceportal.aau.dk to agree on a price.

G4S Security E.g. security guard at major events, fire guard, etc. according to agreement. Current AAU-agreement rates.	
Price per hour	545 DKK