INFORMATION AND INSTRUCTIONS FOR USERS OF VALLA'S AUDITORIUM, MEETING ROOMS, AND HUIPPU

GENERAL INFORMATION

Valla's auditorium, meeting rooms, and Huippu can only be rented by companies and organisations with a Business ID. The facilities are primarily available for hire on weekdays from 8:00 to midnight. Weekend bookings can be arranged separately with the host.

Valla’s tenants make reservations through the inBliss booking system and submit their invoicing details there before the booking is confirmed.

Other companies and organisations may book the facilities in writing by email at host@vallahelsinki.fi. When making a booking, the booker must provide their invoicing details by email before the booking can be confirmed.

For the avoidance of doubt, the facilities are not rented to private individuals.

The facilities may be booked between 8:00 and 24:00, and users must leave the premises when their booking ends. You must leave the space in the same condition as when you arrived. Remove large waste items that do not fit in the meeting room bins from the premises. Preparation of the space (moving furniture, table settings, decorations, etc.) and returning the space to its normal condition (i.e. final clean-up) must take place within the booked time slot, so please make sure to book the meeting room for a sufficiently long period.

Users of Valla’s meeting rooms are supported by a dedicated host who ensures that everything runs smoothly from start to finish. The host assists users of the auditorium, meeting rooms, and Huippu with bookings, catering orders, and practical arrangements. The host ensures that customers have everything they need at the venue and that event arrangements proceed efficiently, allowing you to focus on your event. The host service can be reached by email at host@vallahelsinki.fi or by phone at +358 50 375 6527.

ARRIVAL

Ruoholahti metro station, as well as tram and bus stops, are located approximately 50 metres from Valla. For those arriving by car, on-street parking spaces are available along Itämerenkatu. Valla also has a parking garage operated by Aimo Park, which offers short-term parking. Access to the parking garage is from street level at Itämerenkatu 15, or directly into Valla’s parking garage via the tunnel when arriving from Länsiväylä. Payment is made using the Aimo app or in accordance with Aimo Park’s instructions. The parking garage is open Mon–Fri 6:30–21:00, Sat 8:00–20:00, and Sun 8:00–19:00. With an access card and PIN code, the garage is accessible 24/7.

Visitors can enter the parking garage by walking down the vehicle ramp or by using staircase F.

FOOD AND BEVERAGE SERVICE

Catering for the meeting rooms can be ordered primarily from the property's own restaurants via the inBliss system or directly from the restaurants. The tenant may also bring their own refreshments or order catering from elsewhere.

Patisserie Teemu Aura
myynti@patisserieteemuaura.fi
tel. +358 44 901 9205
https://patisserieteemuaura.fi/

Dylan Raspberry
raspberry@dylan.fi
tel. +358 50 311 0660
https://www.dylan.fi/raspberry

Hua Du
ruoholahti@huadu.fi
tel. +358 45 217 8288
https://hua-du.fi/

In the 1st-floor meeting rooms, tenants have access to a coffee machine, coffee cups, a water tap, and water glasses, as well as coffee and tea brought into the space. The number of coffee machines is limited, so we recommend ordering coffee service through a catering provider, especially for larger events.

Use of the coffee machines is permitted only for users of the meeting rooms and Huippu.
Users of the auditorium must order any coffee service separately through a catering provider.

After use, dishes must be returned to their designated place, and the meeting room must be left in the same condition as at the start of the rental period.

The meeting rooms on the 15th floor do not have a coffee point, refrigerator, or kitchen facilities. Coffee service and other catering can be ordered separately through a catering provider.

For bookings of less than two hours, coffee and tea service can be arranged separately upon request for the 1st-floor meeting rooms. In such cases, please contact the host in advance.

Huippu (16th floor) is equipped with two small refrigerators for the tenant's use. The tenant also has access to the coffee machine at the coffee point, coffee cups, a water tap, and water glasses. The tenant may bring their own alcoholic beverages into the space. In such cases, the tenant is responsible for ensuring that no empty bottles are left behind. Food or drinks cannot be brought into the space in advance for cold storage before the booking begins.

If the tenant orders catering from a catering service provider, the catering company may use the kitchen located in Huippu, including its dishes, cutlery, and kitchen appliances, namely two full-size refrigerators, an oven, and a dishwasher. Use of the kitchen

requires the catering company to remain at the venue until the end of the event and to wash the dishes, wipe the tables, and remove the food afterwards.

The tenant must inform the host in advance if they intend to use a catering company. The host will, if necessary, provide the catering staff with guidance on safety matters relating to the facilities.

USE OF THE SAUNA AND HOT TUB

Use of Huippu may include access to the sauna and hot tub, towels, and shower products. Use of the hot tub must be indicated when making the booking. As a rule, sauna and hot tub use is arranged for 20 people. If there will be more than 20 sauna users, please inform the host at least 4 days before the booking begins. This ensures that the correct number of towels can be reserved. If you wish to include sauna and hot tub use in the rental, please inform us in advance of the number of people who will use the sauna and/or hot tub.

The separate Hot Tub Instructions must be followed when using the hot tub. Instructions for the sauna area and sauna heater are available in the changing room.

Towels are available for EUR 5 each, and clean towels will be reserved based on the number of users notified in advance.

Swimsuits can be rented for EUR 5 each. Availability is limited to 5 women’s and 5 men’s swimsuits. Please let us know in advance if you would like to rent one.

AV EQUIPMENT

Valla's auditorium and meeting rooms are equipped with high-quality AV technology and large display surfaces, enabling an impressive presentation experience. The auditorium has a large LED wall and streaming capability, while the meeting rooms feature modern wireless connectivity.

The up-to-date equipment available in the meeting rooms can be checked by contacting the host service.

Instructions for the AV equipment are available in each meeting room, and the host service will assist with the equipment when needed during its opening hours. Please note that AV equipment support is not available outside the opening hours of the host or lobby services.

The meeting rooms are equipped with wireless internet access. The login details are:
Network name: Vallahelsinki-Guest
Password: vallahelsinki

The email addresses for the AV systems in the 15th-floor meeting rooms are:

Kosmos:
kosmos@vallahelsinki.fi

Vega:
vega@vallahelsinki.fi

The meeting rooms on the 15th floor also have HDMI and USB-C cables, as well as the Click&Share system for wireless presentation sharing.

In meeting rooms on other floors, AV equipment is connected to a computer using an HDMI or USB-C cable.

FIREPLACE AND GRILL

The fireplace in Huippu on the 16th floor is not in use. Only candles may be burned in the fireplace.

The grill on the 16th-floor terrace is available during the summer season. Please notify the host in advance if you wish to use the grill, so that its safe use can be ensured. Users are responsible for leaving the grill clean after use. After use, the grill grates must be cleaned with a metal grill brush and the other surfaces wiped with a damp cleaning cloth. Finally, remember to turn off the gas supply and put the protective cover back in place once the grill has cooled down.

SAFETY

The property’s lobby service is open on weekdays from 7:30 to 17:00. For events that begin outside the lobby service’s opening hours, external users of the property may collect an access key from the lobby service before the event. The facilities may be viewed before the event during the host’s or lobby service’s opening hours. Contact details are provided at the end of this form.

On weekdays after 17:00, please note that access-controlled doors with electric locks may remain open for a maximum of 2 minutes at a time. Keeping them open for longer will trigger an alarm, which the security company will attend to inspect. Any costs arising from an unnecessary security company call-out caused by the tenant will be charged to the tenant of the space. When using the property’s main entrance, please make sure that no unauthorised persons enter the building with you.

Please also familiarise yourself with the property's safety and evacuation instructions, which are located next to the doors on the inside of the 16th and 15th floors, as well as near the entrance to the 1st-floor meeting rooms.

The property area is subject to recording camera surveillance.

LOST PROPERTY

Lost property left in the meeting rooms may be enquired about from the lobby service. Any food or drinks left behind in the facilities will not be treated as lost property and will be disposed of as biowaste.

BOOKING TERMS

The detailed booking terms for the auditorium, meeting rooms, and Huippu are available in the inBliss system or by contacting the host service.

CONTACT DETAILS

Lobby service
Mon-Fri 7:30-17:00
Tel. +358 50 554 2992, aulapalvelu@vallahelsinki.fi

Property Maintenance Coor Service Management Oy
Simo Sistonen Mon-Fri 7:00-15:00
Tel. +358 44 981 3399
The maintenance company provides 24-hour on-call service at 010 622 5888

Security, Securitas Oy (24-hour customer service)
Tel. +358 20 491 2000, asiakaspalvelu@securitas.fi

Host service
Mon-Fri 8:00-16:00
Tel. +358 50 375 6527, host@vallahelsinki.fi

Fault reports and maintenance requests should primarily be submitted via the online FimX maintenance system used by the property company.

https://m.fimx.fi/public/property/addfault/lqyylcbw/fi

Valla
Itämerenkatu 15
00180 Helsinki