



# Hiring spaces at the International Red Cross and Red Crescent Museum

## Booking form

<b>Event details</b>
Date: Bookings are accepted Tuesday to Sunday (Mondays on request), except on December 24, 25, 31 and January 1.
Name: To be mentioned if different from customer's company name
Theme of the event:
Number of attendees:

<b>Customer company name:</b>
Postal address:
Contact person:
<ul style="list-style-type: none"> <li>• First name and Last name:</li> </ul>
<ul style="list-style-type: none"> <li>• Function:</li> </ul>
<ul style="list-style-type: none"> <li>• E-mail:</li> </ul>
<ul style="list-style-type: none"> <li>• Phone number:</li> </ul>



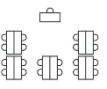
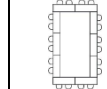
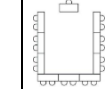

Timings	Start	End
Event:		
Estimated set-up and clean-up time:		

Requested space and timing	Yes	No
Henry Dunant room (145m <sup>2</sup> )	Morning : 8h-13h	
	Afternoon : 13h-18h	
	Day : 8h-18h	

	Evening: 18h-22h		
	2h (8h to 18h)* <sup>1</sup>		
Atelier (130m <sup>2</sup> )	Morning: 8h-13h		
	Afternoon : 13h-18h		
	Day : 8h-18h		
	Evening : 18h-22h		
Henry Dunant room + Cafe (125m <sup>2</sup> )	Breakfast : 8h-10h		
	Evening : 18h-22h* <sup>2</sup>		
Atelier + Cafe (125m <sup>2</sup> )	Breakfast : 8h-10h		
	Evening : 18h-22h* <sup>2</sup>		
Privatise the museum	18h-22h		
	18h-00h		
	18h-02h		

\*1 Option reserved for members of the ICRC, IFRC, schools and universities only.

\*2 Thursdays on request

Set-up and capacity	Theatre	School	Workshop	Seminar	U	Cocktail
<i>Please check the required box</i>						
Henry Dunant room	(90 pax)	(18 pax)	(29 pax)	(20 pax)	(18 pax)	(100 pax)
Atelier*	(83 pax)	(18 pax)	(29 pax)			(100 pax)

\* From March 2025, l'Atelier will only be able to host events in cocktail format.

Interest for additional options	Yes	No
Entrance to the permanent exhibition		
Entrance to the temporary exhibition		
Guided tour		
An audio guide is available to complement your visit to the permanent exhibition. It is available in French, German, Italian, English, Spanish, Japanese, Chinese, Arabic and Russian.		
<b>Talk by the Executive Director</b>		
<b>Activity organized by the museum</b>		
If you are interested in an event or activity related to the Museum, please let us know.		

Specific technical requirements :
Requirements in terms of streaming, recording , etc for face to face or hybrid events
N.B. The Museum currently only provides basic technical assistance (screen, beamer, microphones). Other items may be available from our suppliers and partners:
<ul style="list-style-type: none"> <li>• ODeKa company : +41 79 963 49 09 / <a href="mailto:christophe@odeka.ch">christophe@odeka.ch</a></li> <li>• VisuaLive company : +41 (0)76 325 9234 / <a href="mailto:info@visualiveproductions.com">info@visualiveproductions.com</a></li> </ul>

Comments :
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## Practical information

<b>Catering</b>
Catering requests should be made directly to Café HINIVUU at the following e-mail address: <a href="mailto:catering@hinivuu.ch">catering@hinivuu.ch</a>
Options available: breakfasts, receptions, sweet and savoury breaks, lunch and dinner cocktails, sit-down lunches and dinners

<b>Access &amp; parking</b>	
<b>Access</b>	
By the city	Towards Palais des Nations (UN)
Via A1 motorway	Grand-Saconnex exit, towards the UN
From Cornavin train station	Bus N° 8 & 20, towards Valavran, and 60 or 61 express, towards Gex-L'Aiglette, Appia stop
From the airport	Bus N° 5, towards Thônex-Vallard, Palexpo stop. then bus n°8, towards Veyrierdouane, Appia stop
<b>Parking</b>	There is no public parking. The nearest public parking is located at Place des Nations, about 10 minutes walk from the museum. One disabled place is available in the staff car park at Avenue Appia 2.

Please send this form to the attention of the Visits Department, at the following address:  
[visit@redcrossmuseum.ch](mailto:visit@redcrossmuseum.ch)

Once you have submitted your form, we will send you an offer to rent the space you have requested.