

FAQ – FREQUENTLY ASKED QUESTIONS

Booking

How do I go about renting a room at launchlabs and how much would it cost?

The easiest way would be to use the online tool on our website. There you'll find the cost and facilities available for each office together with a detailed description and photos. Should you have any special requests or needs, we would be happy to discuss these with you on the phone or by email.

Opening Hours

When would someone from launchlabs be available to discuss things with me at your premises and where is the entrance?

In principle we are open from Monday to Friday from 8.30 am to 6.00 pm. Should your booking be outside our normal business hours, we shall ensure that you are guaranteed access to the premises. At weekends, special events and parties are permitted until 2.00 am. For events lasting until 5.00 am a special permit is required which must be obtained by the event organiser from the relevant authority.

Cleaning

Do I have to pay supplementary cleaning costs for the event?

At the end of the event the premises must be left in a clean and orderly fashion. However, where this is not the case, we shall bill you with a supplementary charge of CHF 250.00. All litter, including cartons and glass, must be disposed of by the event organiser after the event.

Getting There

What's the best way of reaching launchlabs?

You'll find our innovation loft in lively Gundeldinger Feld, now a listed former industrial area. The main Basel train station (Bahnhof SBB Basel) is in close proximity.

Leave the main station by the exit "Gundeldingen". From this train station it is only a 10-minute walk but alternatively you can take the tram No. 16 (direction Bruderholz) from just outside this exit to Tellplatz, and then it's only a 2-minute walk.

→ See attached: Plan

Parking

Where is the most convenient place for parking my car?

Unfortunately, there is no parking available at Gundeldinger Feld. There are, however, various blue zone parking spaces as well as the [Gundeli-Park Parkhaus](#) is only a 5-minute walk away.

Deliveries

Where and when can I deliver my goods and merchandise?

Deliveries can be made without any problem up until 11.00 via the main entrance at [Dornacherstrasse 192](#). After 11.00 you must use the entrance on the [Bruderholzstrasse](#), but only vehicles of a certain size are allowed (Passageway = 2.80m. wide and 2.50m. high).

Installation and Dismantling

Who is responsible for the installation and dismantling of the furnishings and when can this be carried out?

Installation and dismantling should be done by the client but if launchlabs undertakes to carry this out, this would involve a supplementary charge of CHF 250.-.

This should preferably take place on the day of the event. Should the delivery and/or pick-up take place the day before or the day after, this will only be possible if the premises have not been otherwise booked and will incur no extra charge.

Hotels

Where can I find convenient overnight accommodation should the need arise?

There are several low-priced hotels near us:

[Basel Backpack](#) - in the Gundeldinger Feld, just beside us

[Apaliving Budgethotel](#) - a two-minute walk from launchlabs

[IBIS Bahnhof](#) - ten minutes on foot from launchlabs

[IBIS City](#) - ten minutes on foot from launchlabs

If you prefer something more comfortable, we can recommend the following hotels:

[Au Violon](#) – 10 minutes by public transport

[Teufelhof](#) – 10 minutes by public transport

[Krafft](#) – 15 minutes by public transport

Catering

How can I make sure that my guests are satisfied with the culinary aspect of the event?

If you require catering, then we can recommend the following:

[Pelicano](#)

[Parterre Partyservice](#)

[Halle 7](#)

[Bisskid](#)

We can also recommend [Biobistro](#) or [Werk8](#), two restaurants in Gundeldinger Feld, only a few steps away from launchlabs.

In bookings for 12 or less participants, water, tea and coffee are offered free of charge. If, however, catering is required for a tea or coffee break, this will be billed.

Kitchen Facilities

Can I use the launchlabs kitchen and what shall I find there?

Our kitchen is at the disposal of all our clients.

In the kitchen you'll find the following:

- Sink for washing-up
- A work space for preparing food
- A "gastronomy" dishwasher
- A fridge
- Bar with a kitchen window

Cutlery, dishes, glasses, tablecloths, etc. are not available and must be provided by the caterer.

Infrastructure

What is available with regard to furnishings and technical equipment at launchlabs? launchlabs offer the standard facilities for workshop and event furnishings as well as the necessary technology. An introduction to this technology will be made before the event and then passed on to you. Technical supervision during the evening will only be made by us and charged accordingly. Should you require a more elaborate, this must be taken care of by the event organiser.

→ See attached: Floorplan

→ See attached: Infrastructure List

Alternative Räume

I absolutely need a room, but launchlabs are sold out. What can I do?

At the Gundeldinger Feld there are other rooms available for rent, which could possibly be an alternative for you:

[Theaterfalle](#)

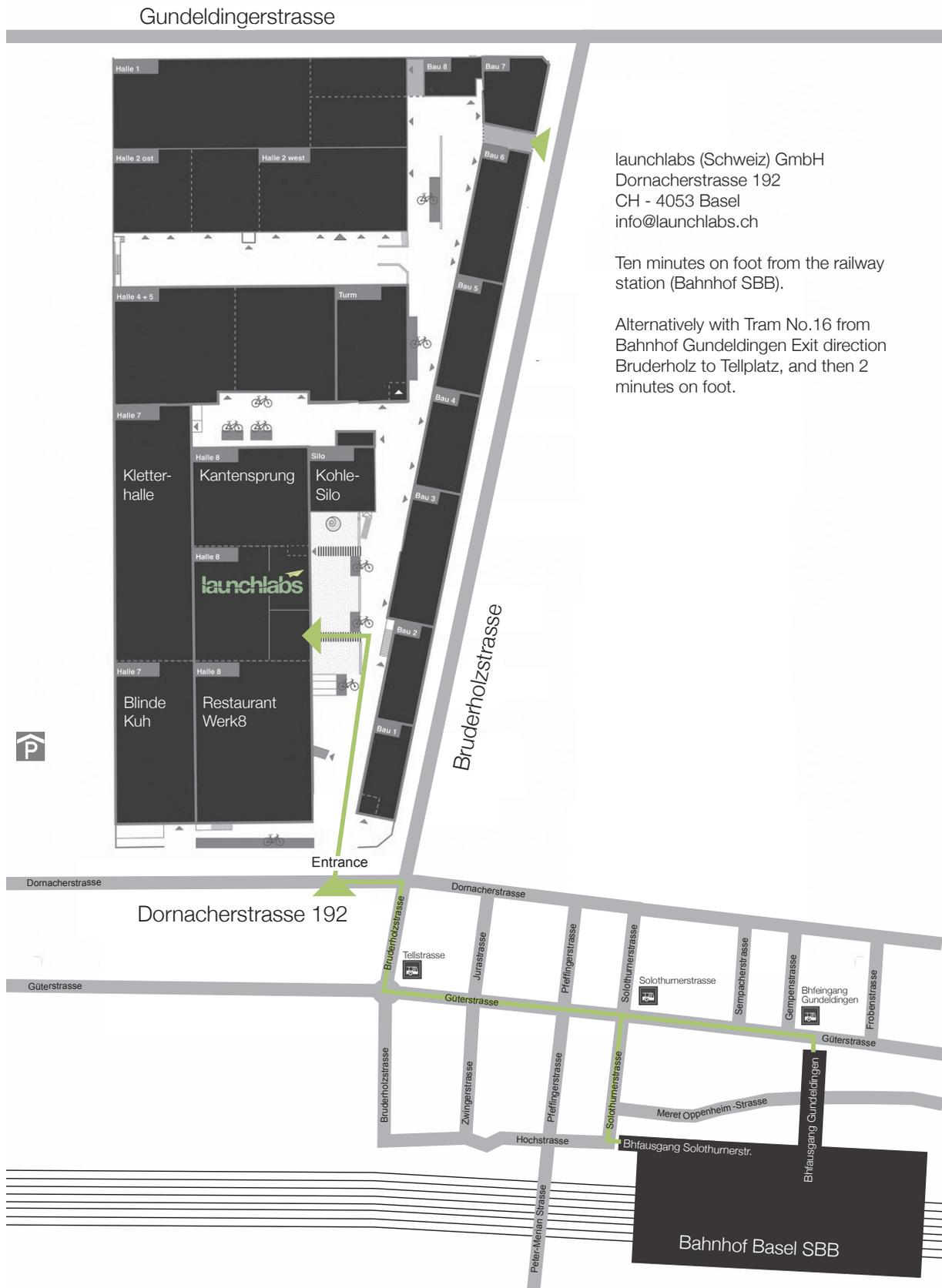
[Unser Bier](#)

[Corrientes](#)

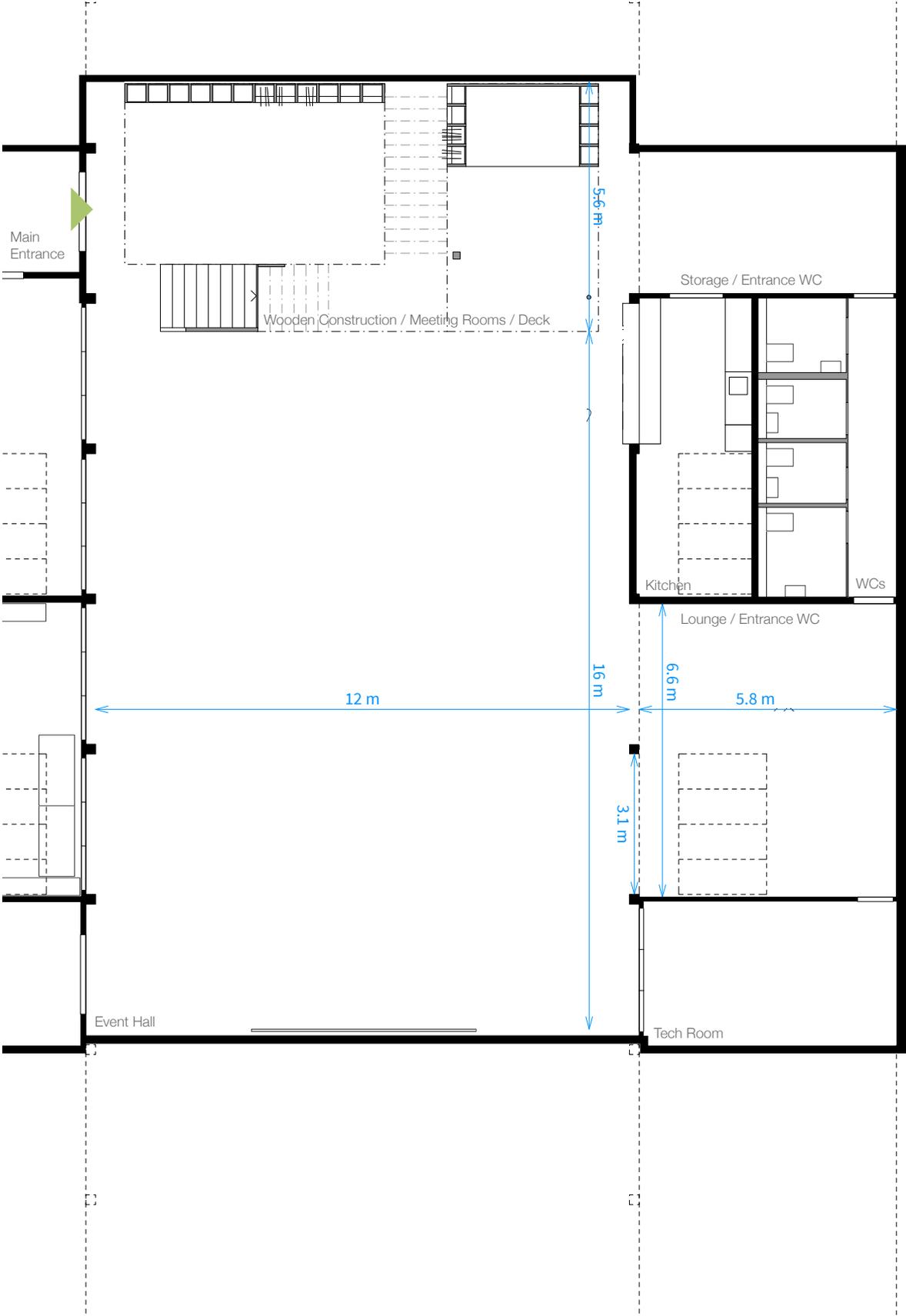
[Halle 7](#)

[Basil Erny](#)

GETTING THERE



FLOOR PLAN



INFRASTRUCTURE

Furnishings

250 Chairs - wooden with metal legs
24 Banquet tables (length 180cm x width 80cm x height 74cm) - white table top
12 Work tables (160cm x 80cm x 74) wooden top, black legs
4 high Work Tables on wheels (160cm x 80cm x 106cm)
18 Bar Stools (for high Work Tables), 8 black and 10 red
6 Bean Bags (Pale Green)
12 Cubes
2 Flip Charts (68cm x 99cm)
6 Pinboards (118,5cm x 146cm)
2 Movable pinboards on wheels
6 Movable magnetic whiteboards
Community Table (295cm x 75cm x 72cm, Metal with red table top)

Beamer

Installed on the overhead crane (adjustable - 2 positions)
Plus U7 132 Beamer with remote control
Connection possibility to Soundtrack Sound/Stereo

Screen

Screen Width 7m x Height 5m
With motor, remote control

Stage

10 Wooden stage elements (Width 100cm x Depth 100cm x Height 12cm)
Can be installed at three different heights (also as stairs)

Lighting

12 Ceiling Lamps
Control panel, Control table, Control console, Control Station, 12 channels, Lightmaster DMX
Power Rack (12 x 1 Kw)
6xPAR 54 300 Watt Stage lighting from the ceiling, (red/blue/green)
3xPAR 54 300 Watt on the side walls (red/blue/green)

Audio/Sound

Mixing Desk:
Entries: 6 lines, of which 2 phono
Pre-listening with headphones
Exit: 1x Master and 1x Booth

Loudspeaker:

2 pairs 100 Watt surround (permanent)
2 pairs Subwoofer (mobile)

Microphones:

2 wireless clip-on microphones
1 handheld wireline microphone

1 Handmikrofon am Kabel

Overhead Crane

Overhead Crane on rails

Lifting Hook (Height: 5.45m, Load 5000 kg.)

Electric Power Supply

4 CEE 63-Anschlüsse (2x63A) of which 1x for lighting

1 Power Distributor (1x CEE32, 2x CEE16, 2x Type 15, 6x 220V 13 A, 2x380/220V, 5x 220 power outlets)

Heating

4 Gas Radiators (2 on each side of the Hall) with Thermostat

Sanitary Facilities

2 Ladies Toilets (1 with wheelchair access)

2 Gentlemen's Toilets (1 with urinal)