

## Terms and conditions

We expect that organizers agree to and respect the following terms and conditions.

### **The following criteria must ALL be met as an organizer\***

1. All organizers must follow the Danish Authority's recommendations and guidelines.
2. It is a requirement that guests must show their Culture Pass to access all events that are shown on the website. Organizers must therefore ensure that staff check that guests have a Culture Pass and ensure that they are denied access if they do not.
3. All organizers must count the number of guests visiting and report it back to Culture Night's secretariat.
4. In all marketing materials produced by the organizers it must clearly state that the The Little Culture Night is ONLY accessible for guests with a Culture Pass. This also applies to social media such as Facebook. It must not be stated anywhere that something is free. It is misleading as all events on The Little Culture Night have free access with Culture Pass.
5. The event must be free for guests with a Culture Pass.
6. The event is to take place in the Copenhagen and Frederiksberg area.
7. The event must begin at 4 pm and end at 8 pm.
8. All organizers must meet the Culture Night's deadlines. Read the deadlines here.

\* If an organizer does not follow the criterias outlined by Culture Night, the organizer can be excluded from next years Culture Night.

### **Become an organizer**

If you wish to participate as an organizer, you can make a request on the website. If you participated as an organizer in 2023, you only have to go to your profile and click 'Ja tak - tilmeld os Den Lille Kulturnat 2024' (Danish) and you can begin entering events.

Culture Night works with two organizer categories. Below you can see which group you belong to. If you are accepted as an organizer, and there is doubt as to which group you belong to, Culture Night's Secretariat makes the final decision.

#### **Group A**

- Museums and other permanent exhibition buildings.
- Libraries and state, municipal and local archives.
- Non-commercial institutions with regular opening hours, which have a publicly available collection or particularly unique attractions.
- Zoo.
- Churches and government-recognized faith-based institutions.

#### **Group B**

- Cultural sites, non-commercial (community centres, educational institutions, etc.).
- Other non-commercial institutions (town halls, parliament, and ministries).
- Associations, other public administrations, and organizations housed in buildings of special architectural or historic interest. The main purpose must not be membership recruitment.
- Some commercial operators (eg. book stores, galleries and craftsmen with workshops).

**Program on the website**

Visitors will be able to read all about this year's events in the program on the website. It is important that you remember to fill in your profile event and related events before February 23 when we close the database.

The Culture Night then reserves the right to edit the texts. We will release the full program on the website on March 1.

**Events that require guest pre-registration**

Organizers may not require guest pre-registration without prior agreement with the Culture Night secretariat, and registration must as far as possible be avoided completely unless the event has limited space. Registration is only possible online via Billetto or the organizer's own online registration system.

All deadlines regarding sign-up and entering of events and pre-registration can be read [here](#).

**Collection of posters and Culture Pass is mandatory**

All organizers must personally collect posters, streamers and other material at the Culture Night office.