



**Nexus Capacity: 149 guests.**

## Event Booking Guidelines

### Amenities

All amenities must be specified during booking.

Organizers must inform us of any items they plan to bring.

### Setup/Take Down Fee

Free if the organizer handles layout changes.

### Food & Drinks

#### Food

Pricing varies by event.

Orders must be placed at least 5 working days in advance.

Organizers must disclose if they plan to bring external food.

#### Drinks

No outside beverages are allowed at Nexus

#### Open Bar

Open bar tabs can be requested.

Organizers can set a duration or spending limit.

Bartenders can provide updates on the tab during the event.

### Cleaning Policy

Organizers must leave Nexus as they found it.

If extra cleaning is required, a 500 DKK cleaning fee applies.

**Regular Working Schedule:**  
**Monday to Friday, 8:30 to 18:00.**

**Booking Hours:**  
**8:00 to 22:00**

#### Extended Hours:

Available until 02:00 or weekends upon special request (CBS permit required).

#### Custom Events:

Any event with 150+ guests or outside standard hours.

## Booking & Cancellations

### How to Book

Complete the event booking form on our website. Submitting the form counts as a pre-booking.

### Booking Deadlines

Fewer than 50 participants: At least 3 working days in advance.

More than 50 participants: At least 5 working days in advance.

Recommendation: Book at least 2 weeks ahead to ensure availability.

### Confirmation

Submitting a request does not guarantee a booking.

Written confirmation from the Event Manager is required.

### Cancellations

Free of charge during pre-booking phase or up to 5 days before the event.

Less than 5 working days before the event: Cancellation fees apply.

Less than 24 hours before the event: Full charge applies.

Failure to cancel on time: Organizer charged 75% of rental cost.

### Confirming Event Details

Timelines: Confirm all event details within the booking/cancellation deadline.

### Changes:

Last-minute changes may affect the event timeline and bartender workflow.

On-site changes depend on bartender capacity and must be paid on-site.

Receipts: Available upon request.

### Contact Information

**General Inquiries: [info@cafenexus.com](mailto:info@cafenexus.com)**

**Event Manager: Gabriela Lima**

**[www.cafenexus.dk](http://www.cafenexus.dk)**