

# Organising an Event at Kanneljärvi Folk High School

## Instructions for Visitors

### The History of Kanneljärvi Folk High School

Kanneljärvi Folk High School was established in 1894 in the village of Kanneljärvi near the Russian border on the Carelian isthmus. When the Winter War broke out between Finland and Russia in December 1939, the institute was evacuated to Vihti near Helsinki. In 1953, the folk high school was moved to its current location by Lake Hormajärvi in Lohja.

Vocational education in youth work was started at Kanneljärvi Folk High School in 1984. There is also another educational institute – the University of Applied Sciences – operating in the same building with the folk high school and offering mainly the same kind of courses.

The growing demand for youth workers means that programmes in youth work will be an important part of the operation of Kanneljärvi Folk High School in the future as well.

Kanneljärvi Folk High School offers courses in youth work, civic activities and adventure education. There are several degree programmes and training courses available, providing qualifications for employment in the public sector, organisations and private companies.

Welcome to Kanneljärvi Folk High School!

### Accommodation

We can provide dormitory accommodation for about 125 persons. The minimum invoice is for 24 persons. Most of the rooms have twin beds, but there are some triple rooms with a bunk bed, too. You may request a single room at an extra charge. Pillows and blankets are included in the basic room rate. Please bring your own bed linens. Alternatively, we can provide the bed linens and a towel at an extra charge. All rooms have a private toilet/shower and a shared kitchen. Kitchens are equipped with a stove, coffee maker and microwave oven. Please bring your own tableware. Earliest possible check-in time is 9 a.m. on the day of arrival. Check-out is by noon on the day of departure before lunch. In addition to the dormitory, there is a separate building called the Headmaster's House that can accommodate 1 to 6 persons.

### Classrooms and Meeting Rooms

There are eight classrooms or meeting rooms of various sizes available. Five of the classrooms are equipped with a fixed data projector and computer. A portable computer and data projector is available for the rest of the rooms upon request. All classrooms have a TV, video recorder, and overhead projector. Two of the classrooms have a DVD player as well. Two of the classrooms also have a piano.

The festival hall (200 m<sup>2</sup>) can seat about 200 persons. The traditional festival hall has excellent acoustics and is equipped with a sound system and a piano.

### Cafeteria

The cafeteria seats about 150 diners at a time, so it's a perfect venue for a big party. The grand piano of the folk high school is located in the cafeteria.

### Saunas

There is an indoors sauna in the main building with designated hours for men and women. In the summer, there are two lakeside saunas available as well: the headmaster's sauna (the smaller one) and the big lakeside sauna. The big lakeside sauna has different locker rooms and sauna facilities for men and women plus a shared kitchen. There's also a gas grill outside the sauna building plus a place where you can sit around an open fire. The lakeside saunas are located by the beautiful Lake Hormajärvi.

## Activities

We have many kinds of sports and games equipment – such as floorball sticks etc. – at your disposal. Please ask for more details.

## Event Planning

You can take a guided tour of the premises before requesting for quotation. If you decide to accept our quotation, you should contact us 3 weeks before the event to confirm the following:

- ◆ your program and schedule
- ◆ the number of overnight visitors and the need for bed linens
- ◆ the number of diners and the desired menu (selected from the options provided)
- ◆ any possible special diet requests (vegetarian etc.)
- ◆ any other special requests (free-time activities, sauna etc.)

## Quotation & Invoicing

You must accept our quotation no later than 3 weeks before the planned event. The quotation includes the possible rent of the cafeteria and tableware.

You should confirm the final number of participants seven (7) days before the event. The minimum invoice will be based on the number of persons confirmed at this point. However, if the actual number of participants is higher, there will be an additional charge for each extra person. *Cancellation policy: If you cancel the event completely less than seven days before the planned event, we shall charge you 10% of the total price quoted.*

## Decorations

Any possible decorations in the cafeteria or festival hall must be provided and set up by the event organiser. The use of table cloths will be charged separately based on the actual number.

## The Grounds

You are free to use the entire grounds and lawn around the folk high school. However, please avoid making a lot of noise outside in the night time. There are tenants in some of the buildings.

## Miscellaneous

You are free to use any and all of the premises and utilities listed in the quotation. However, you must not move any objects, such as tables, chairs and pianos, without permission.

Smoking is only allowed in the designated smoking area.

If your event includes an informal party at the main building after 10 p.m., please make sure that everyone behaves themselves. Special attention should be paid to not disturbing the young students that might be residing in the building. The person in charge of the event must study the fire and emergency plan of the folk high school before the event. Please phone Mr. Mikko Kurki the caretaker on 044 357 8135 to arrange for an introduction to fire and emergency issues.

The program of your event will be posted on the notice board in the main lobby. The notice also contains the name and number of the person you should primarily contact if there are any problems or questions during the event.