

INFORMATION GUIDE

EVENTS





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This events guide contains information on how to organise your event on board the Clipper Stad Amsterdam.

It tells you everything you need to know about capacity, floor plans, procedures and things to bear in mind when organising your event. We've added a handy checklist so you won't overlook anything important.

For additional information about the ship and more, please visit our website: www.stadamsterdam.com



CAPACITY

The Clipper Stad Amsterdam is 76 metres long with 31 sails with a total surface area of 2,200 square metres. She has an authentic square rig, a pointed bow and is registered as a passenger ship under the Dutch flag.

Please find the maximum number of guests for different types of events below.

<p>DAY TRIP within EU</p> <p>115</p>	<p>DAY TRIP outside EU</p> <p>60</p>	<p>CRUISE overnight</p> <p>26</p>
<p>DINNER seated</p> <p>60</p>		<p>DINNER buffet</p> <p>150</p>
<p>RECEPTION in port event</p> <p>200</p>	<p>MEETING longroom</p> <p>60</p>	<p>SAILTRAINING overnight</p> <p>52</p>

The interior contains 14 luxury cabins and a spacious dining room (Longroom) for dinners and presentations.

On the upper deck you will find our beautiful outside bar.

THE UPPER DECK

On the upper deck, you will find the main deck and the aft deck. Enjoy the sun while sailing or host an evening reception as the sun goes down. Your guests will feel as if they have boarded an actual nineteenth-century clipper ship.

UPPERDECK

- Outside Bar
- Deck tent is available
- Benches and high tables available
- max. 200 guests

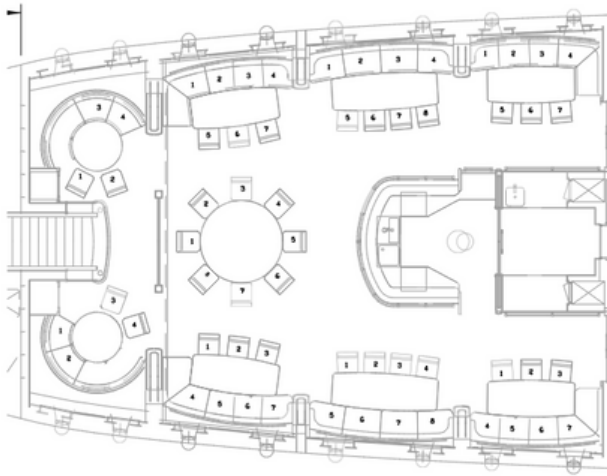


*4 high tables available in total.



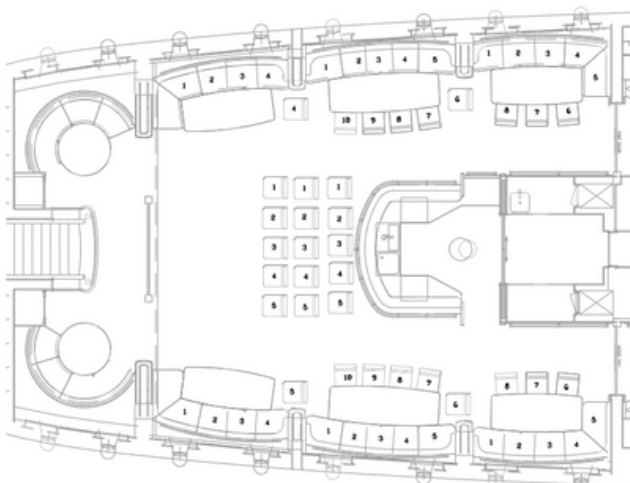
SEATED LUNCH / DINNER

Floor plan for a seated lunch or dinner. This setup can accommodate up to 60 guests.



CONFERENCE STYLE

Floor plan for meetings and conferences. This setup can accommodate up to 60 guests seated.



THE LONGROOM

A stylish mahogany staircase leads from the deck to the longroom, the heart of the ship. Gather here with your guests for a meeting, lunch / dinner, a game or drinks.



OPTIONS

Host a sailing day, business event or corporate sailing cruise on Clipper Stad Amsterdam: a memorable and productive time is assured for all.

SAILING DAY

09h30	Guests arrive on dock and embarkation
10h00	Welcome drinks (coffee / tea / croissants / sweet pastries)
10h30	Welcome by the captain & organisation
11h00	Hoist the sails!
12h30	Lunch buffet on deck
14h00	Entertainment: music or games arranged by your organization <i>Optional: or a sail carousel organised by Clipper crew</i>
16h00	Drinks & snacks on deck
16h30	Clipper returns to port
17h30	Optional dinner or guests disembark

BUSINESS EVENT

19h00	Guests arrive at the dock and embark
19h15	Welcome drinks (cava / snacks / band / DJ)
19h45	Welcome by the captain & your organisation
20h30	Announcement / presentation
22h30	Dinner buffet
23h00	Guests disembark

COMPANY SAILING CRUISE (Multi-day trip)

DAY 1

10h00	Guests arrive at the dock and embark
10h15	Welcome drinks (coffee / tea / croissants / sweet pastries)
10h30	Welcome by the captain & your organisation
11h30	Hoist the sails!
12h00	Presentation / workshop / activity hosted by your organisation
13h00	Lunch buffet on deck
15h30	Anchor in a bay (swim or visit the beach)
17h00	Sundowner on the beach
20h00	Sit-down dinner on deck
22h00	Drinks and music

DAY 2

08h00	Morning swim off the ship
09h00	Breakfast on deck
10h00	Hoist the sails!
10h30	Sailing activities organised by Clipper crew
12h00	Lunch on deck
13h00	Anchor in a bay (visit the island)
18h00	Drinks & appetisers
19h00	BBQ on deck
22h00	Evening Program organised by organisation

DAY 3

08h00	Sailing back to port
09h00	Breakfast on deck
11h00	Clipper back in port
11h30	Departure guests

PLANNING & PREPARATION

Please take the following information into account to ensure the smooth-running of your event. Our guidelines, deadlines, costs, catering, promotional material and merchandise are explained below.

PLEASE NOTE

- Minimum age for sailing trips is 6 years old
- We have a no cardboard policy on board
- No stiletto heels allowed

GUIDELINES

- **Cleaning & preparation**
Please allow 2 hours for cleaning and preparation between 2 consecutive events. If your afternoon event ends at 16:00, we recommend inviting your evening guests between 18:00 & 18:30 to avoid having them wait.
- **Berths**
We will make a reservation for the most suitable port. Confirmation of the berth is always dependant on availability and local authorities / law.
- **Dresscode**
At sea: comfortable, warm and waterproof clothing with boat shoes or trainers. The weather can change quickly both at sea as in port. Therefore, we recommend wearing multiple layers of clothing.
- **Program**
The sailing times listed in the programme are weather-dependent.
- **Check-in procedure**
Check-in is in the gangway tent on the quay where you will also find tables and tablecloths. You are responsible for providing other accessories such as pens, clipboards, name cards and key cords, as you see fit. Please ensure you have enough hosts for check-in and check-out. The number of hosts required depends on guest numbers.
- **Seasickness**
Medication is available on board.
- **Entertainment & extra's**
Make your event memorable with live music, flower decorations, children's entertainment, etc. Please inform us of any arrangements you make with third parties.
- **Clipper Stad Amsterdam Merchandise**
Merchandise is available for purchase by your guests during the event. We accept both cash and credit cards.

DEADLINES

Invoice

6 Months prior

You will be invoiced for ship rental and any harbour or catering deposits 6 months in advance of your event.

Concept program & catering proposal

4 Months prior

Please contact us 4 months in advance with any special requests for your programme and catering proposals.

Ordering merchandise for all your guests

3 Months prior

Order Stad Amsterdam merchandise at least 3 months before your event. Email us your order and we will have it delivered to the ship in advance of your event. www.stadamsterdam.com/webshop

Final program details

4 Weeks Prior

Please send us your final programme details, catering order and guest numbers 4 weeks in advance of your event.

Final number of guests

14 Days prior

Minimum final guest numbers are confirmed 14 days in advance of your event. This is the minimum number that will appear on your catering invoice. Please notify us of any major changes (more than 10% extra) in the 14 days before your event. We will do our best to accommodate changes but they cannot be guaranteed.

Passengers list

4 Working days prior

The passengers list must be uploaded in Pax Online at least 4 working days before the start of the event. For more information about Pax Online, please refer to the manual in the appendix.



COSTS

In addition to the daily rental of the ship, please note the following additional costs.

- Catering: our final catering invoice will be sent within 1 month following the event. Any additional guests attending your event will be added to this final invoice.
- Harbour fees incl. pilotage charges and security costs. Port, bridge and lock costs. Expect the invoice for these costs within 3 months following the event.
- Extras: merchandise and any extra costs will be charged.

CATERING

A professional hospitality team is at your disposal. Catering can be customised to your wishes. The options are endless with everything from a network meeting on deck, through a sit-down dinner in the longroom to a cocktail party or a walking buffet.

Please consult our catering menu for an idea of options and prices.

PROMOTIONAL MATERIALS

Bring your company's branding material on board for your event (flags, banners, giveaways, etc.).

Please contact us to arrange a delivery time.

If you want to bring your own flags and / or banners, please consult the specifications in the Technical Information.

Please note our no cardboard policy on board. Deliveries cannot be brought on board in cardboard packaging. Please deliver all goods in plastic.



MUSIC

We have our own music system on board, both on deck and in the longroom. Please let us know what music you would like so we can compile a list in this genre. It is against the law to connect your phone / Spotify to our system. If you want to play your own music, you can invite a DJ on board.

ON SCREEN PRESENTATIONS

We have a screen in the longroom that you can use via ClickShare. No cables are required for this. If you use an Apple product, please bring your own cables / converters. The best format for sharing your presentation is 16:9.

Available:

- 1x Screen
- 1x Beamer
- 2x Wireless Microphones

TECHNICAL INFO

BANNERS

If you want to bring your own flags and/or banners, please note the quantities and measurements below:

AFT DECK (max. 2)

485 cm x 45 cm

FORECAST (max. 2)

360 cm x 60 cm

BANNERS GANGWAY

We have both a short and a long gangway for entering the ship, depending on the quay height. The entrance will be either on the aft deck or on the main deck (close to the outside bar). To be on the safe side, we recommend ordering banners for both gangways:

GANGWAY (max. 2)

425 cm x 60 cm

GANGWAY (max. 2)

215 cm x 80 cm

FLAGS

5 flags can be hoisted on the spreaders.

200 cm x 300 cm

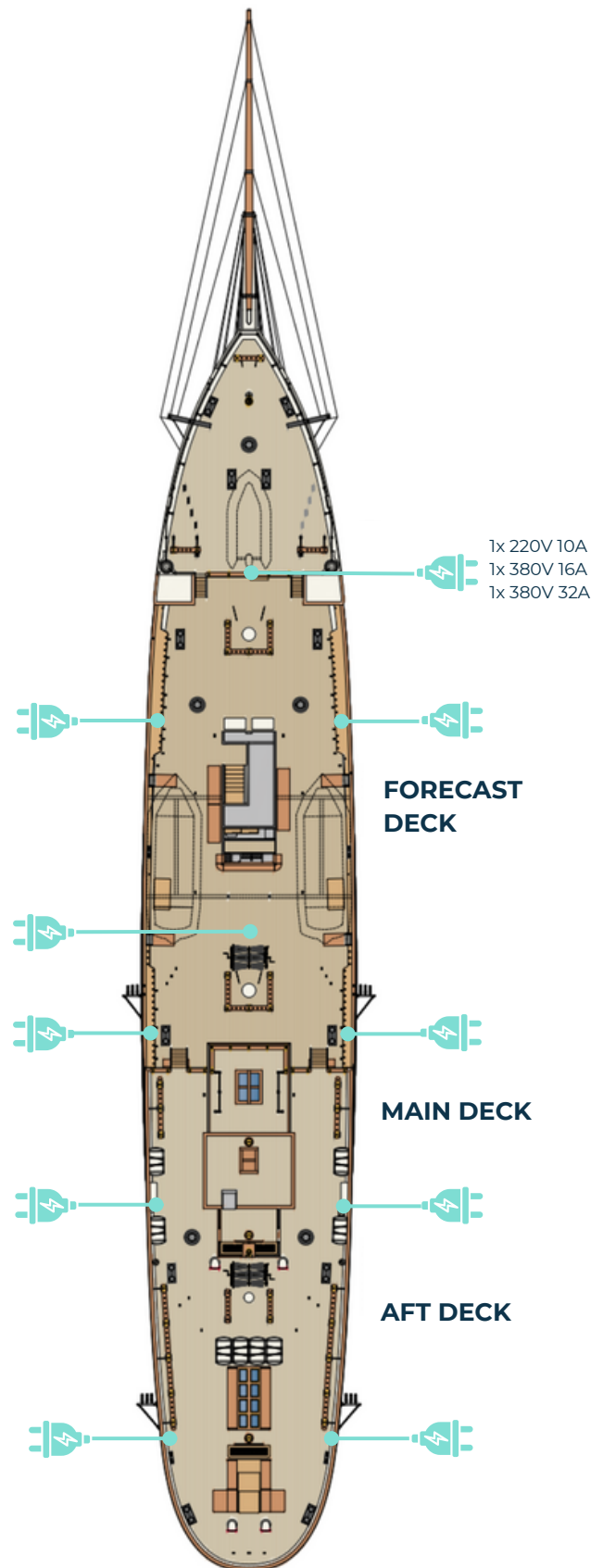


POWERPLAN

If you invite a band or DJ to your event, they can bring their own technical equipment on board. Please consult the floor plan for the power outlets and voltage / ampere.

Please note that we do not have any technical equipment (i.e., amplifier, etc.) of our own. Our WiFi connection via satellite is not stable and cannot be relied upon. You can use your own 4G/5G network in the harbour.

Please inform us of any arrangements you make with third parties.



*Every socket is 220 Volt and 10 Ampere.

CONTACT

If you have further questions, please do not hesitate to get in touch during office hours by phone or email.



+31 (0)20 569 5839



sales@stadamsterdam.nl



www.stadamsterdam.com



PO Box 12600, 1100 AP, Amsterdam, The Netherlands

MANUAL PAX ONLINE

To get started you first need to make an account. We will send you an email through which you can make your account with your own password.

When a new event is created within POL, you will receive a notification by email with a link to your events list. In this list you can select an event. The first thing that you will need to do is to select the method of providing the guest data. There are 3 options:

01 | You will download an Excel spreadsheet with a fixed format of fields that you will be able to complete on your own computer (manually or copy-pasting the data from other files into this Excel sheet). When (nearly) completed, you can upload the completed Excel sheet (saved without changing the filename) back into POL (click on your event to follow steps for uploading). Next the office of the Clipper is notified (Status in the event list: waiting for check Clipper) and will check the file. After the check, you will be able to continue working on the guests' data on an individual basis as mentioned in option B (status has changed into: Checked, online available).

02 | You can complete all the required guest information online. Choose this option when you have a small event (or don't have the data ready in bulk) and it won't take up much time to complete the guests' data one by one online. This option will also automatically occur when you have first completed the bulk of data and uploaded through option A. To proceed or change the guests' data:

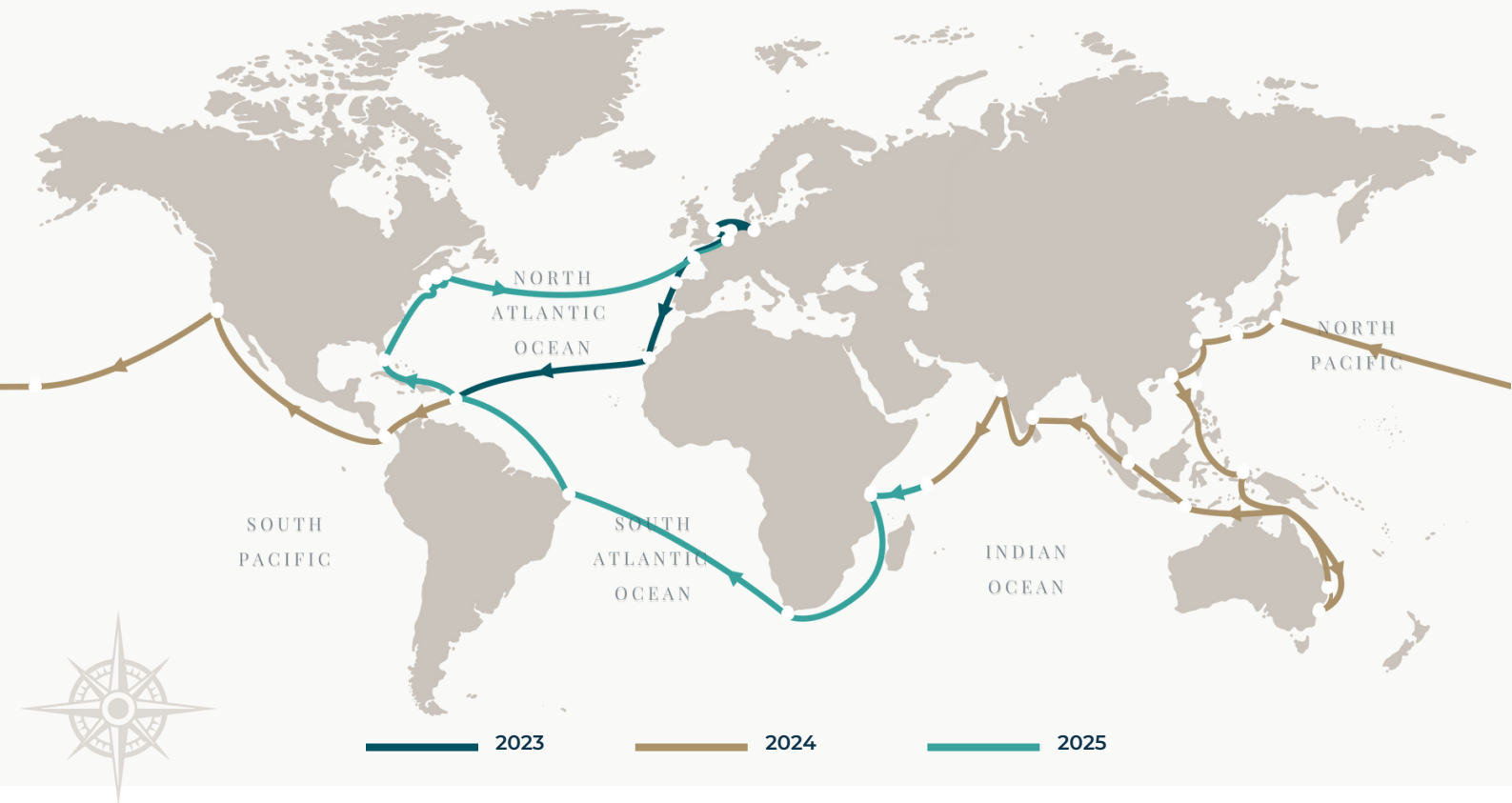
- click on guest details to add or adjust information
- click on guest details and in the left corner on the bottom you can choose delete this guest
- click on guest details under the last guest in the list where the yellow bar is empty to add a new guest

03 | You will download an Excel spreadsheet with just three fields to complete per guest: given name, family name and email address. Next you can select if the POL system will send an email to 1 guest or to all guests giving them the opportunity to complete the required data into POL by themselves. You will also be able to monitor how it's going and to send a reminder.

IMPORTANT

- Please follow the instructions online or received in the email(s) as you go through the process of providing the required data.
- 4 working days before the event we will send the passenger list to the local authorities, from this moment you can no longer add guests to the list.
- Please make sure all the guests bring their ID stated as in the passenger list.
- The crew of the Clipper Stad Amsterdam will check the list during embarkation.

WORLD TOUR MAP



JOIN THE WORLD TOUR

In August 2023, Clipper Stad Amsterdam departs on a two-year voyage around the world. During the world tour the Clipper will visit iconic cities like Tokyo, Shanghai, Sydney, Mumbai, Kaapstad, New York en London.

The main goal of the trip is to reduce inequalities of opportunity, offer young people the chance to shine and help them to a successful start in working life. We will do this by organising youth trips during multiple legs of the circumnavigation.

Our loyal guests and adventurers get the change to book a holiday during several parts of the world tour! We're inviting everyone to tag along, whether you are a company, adventure seeker or fan of the Clipper Stad Amsterdam.

2023

AUG 18 | Netherlands | Amsterdam
AUG 23-30 | Belgium | Ostend
AUG 30 - SEP 15 | Netherlands | Rotterdam
SEP 17-28 | Germany | Hamburg
OCT 1-11 | United Kingdom | London
OCT 13-19 | Netherlands | Amsterdam
OCT 27 - DEC 6 | Portugal | Lisbon
DEC 10-13 | Canary Islands | Las Palmas
DEC 29-31 | Caribbean | Martinique

2024

JAN 1-24 | Caribbean | St. Maarten
FEB 7-11 | Panama
MAR 6-23 | USA | San Francisco
APR 6-10 | Hawaii | Honolulu
MAY 5-31 | Japan | Tokyo | Nagasaki
JUN 3 - JUL 3 | China | Shanghai | Hong Kong
JUL 17-21 | Indonesia | Sorong
AUG 11 - 3 SEP | Australia | Sydney | Brisbane
SEP 24-28 | Indonesia | Denpasar
OCT 5 - NOV 9 | Singapore
NOV 21 - 24 DEC | India | Chennai | Mumbai

2025

JAN 5 - JAN 9 | Seychelles | Victoria
JAN 17 - JAN 26 | Tanzania | Dar es Salam
FEB 21 - MAR 3 | South Africa | Cape Town
APR 2-6 | Brazil | Natal
APR 19-24 | Barbados
MAY 1-16 | Caribbean | Martinique | St. Maarten
MAY 23 - JUN 4 | USA | Miami
JUN 10 - JUL 8 | USA |
Baltimore | New York | Boston
AUG 1-10 | France | Brest
AUG 16-24 | Netherlands | Amsterdam