

USING THE PREMISES OF THE UNIVERSITY OF TARTU MUSEUM FOR EVENTS

GOOD PRACTICE

The University of Tartu Museum is located in Tartu Cathedral. The museum rooms and exhibits set certain limits to the use of the rooms.

NB! Please familiarise yourself with all the [current coronavirus restrictions](#) before the event.

- Events can be organised on the premises of the University of Tartu Museum ('museum') on all weekdays from 9:00 to 00:00. When an event is held during the museum's opening hours, other exhibition halls of the museum are not closed to visitors. Using the premises outside the above hours is possible under a special agreement. In this case, a double hourly rate applies after midnight.
- The minimum rental fee is the room rent for one hour. The rent for the following hours is calculated by half an hour.
- The booking and the rental fee include the preparation time before and the cleaning time after the event.
- If you wish to cancel a booking, please notify the museum as soon as possible, but at least two working days before the event. The late cancellation fee is €80 or, for events held in the evening and at the weekend events, €100.
- A signed booking request must be sent by email to book a room or the grounds.
- Viewing the premises with the event host and the caterer is advisable before the event.

Restrictions and rules

1. The event organiser is responsible for properly using the rented rooms, grounds and equipment, for any damage, destruction or loss of assets, and for compliance with fire safety regulations in the rooms.
2. The organiser ensures that the museum's exhibition and grounds remain intact, which means, among other things, that display cases are not moved, and the exhibition lighting settings are not changed.
3. Food and beverages may only be served by a catering company in the White Hall, the central staircase hall, on the ground floor, as well as in the ruins area and the towers. Please note that alcoholic drinks are not allowed in the towers.
4. Caterers can use the rear entrance of the building; the receptionist will issue an electronic access card for that purpose.
5. Food and objects can only be placed on tables ordered by the organiser. Placing food and objects on the piano, windowsills or display cases is forbidden.
6. If food or beverages have dropped to the floor or ground in the halls, staircase hall, lobby and in the ruins area, it is the event organiser's responsibility to ensure that the spillage is cleaned up immediately. Cleaning equipment is available from the museum shop administrator.
7. Chairs and tables must be placed at least 10 cm away from the walls and objects (stands, displays, etc.) to avoid damage.
8. It is forbidden to affix or paste labels, posters or other objects on the walls.
9. Potted plants must not be moved or watered.
10. The use of an open flame is prohibited in the museum rooms.
11. Inserting piles or posts in the ground and any kind of digging is prohibited in the area surrounding the ruins and the building.

12. White Hall

- 1) The piano may be moved and used only under prior agreement with the museum.
- 2) The balcony is closed during the event, and access to the balcony is prohibited (unless an excursion has been agreed on separately for a fee specified in the price list).
- 3) The blinds must not be raised or lowered.

13. Lift

Participants of the event may use the lift to move between floors. The lift must not be used to transport objects.

14. Parking

- 1) Parking must comply with traffic regulations (see the [map of parking areas in Tartu](#)).
 - 2) **Parking is not allowed in the immediate vicinity of the museum (historical cathedral) due to specific conditions of heritage conservation. Parking is forbidden on the paved road surrounding the museum (all the road around the cathedral), on the lawn adjacent to the museum and in the area of the cathedral ruins.** The event organiser must ensure that all the participants receive the relevant information.
 - 3) Caterers and maintenance staff are allowed to park their vehicles at the north side of the cathedral to load and unload supplies for up to 30 minutes. Extended parking (more than 30 minutes) is prohibited.
- **In the event of a breach of good practice, the museum has the right to claim financial compensation from the event organiser in proportion to the damage caused.**
 - **Please inform the museum representative of any changes, additional requests or other matters relating to the event in good time so that everyone can enjoy a pleasant day.**

The person responsible for the event:

/company name/ /representative's name, signature/

Representative of the catering company:

/company name/ /representative's name, signature/

Start of using the White Hall: _____ /signature/
/date, time/

End of using the White Hall: _____ /signature/
/date, time/

Access card issued _____

Access card returned _____
/name, signature/