

TERMS, CONDITIONS AND PROCEDURE FOR THE RESERVATION AND USE OF THE HALL AND ADJOINING ROOMS OF THE ESTONIAN ACADEMY OF SCIENCES (HEREINAFTER REFERRED TO AS "ACADEMY").

Adopted 25.11.2022

General Terms and Conditions for Booking Academy Rooms

- The rooms of the Academy can be booked for diplomatic, scientific, cultural events, and research purposes.
- The Academy reserves the right to refuse the use of the premises for the planned event if the content of the event is not suitable for the Academy.

Use of the Academy Hall and Additional Rooms

- The User is obligated to ensure the preservation, maintenance, and appropriate use of the property on the Academy premises. In the event of damage, the User shall be liable to cover the costs necessary for repairs.
- The Academy provides the rooms, and charges apply for their use. Additional services, such as catering, conference equipment, reception, and cloakroom management, are the User's responsibility. The User is also responsible for any clothing and belongings deposited in the cloakroom.
- Music is allowed in the hall starting from 16:30 on business days.
- Smoking is not allowed inside the Academy rooms.
- The large oval table in the board room cannot be moved or relocated.
- The piano in the hall is movable but cannot be taken outside of the hall.
- Dancing in the hall is prohibited due to the original parquet flooring.

Academy staff approval is required for the following:

- Rearrangement of furniture in the hall and adjacent rooms, including the need to build a stage.
- At the end of the event, the furniture must be returned to its original position.
- The need to use the stair lift.
- The use and the amount of burning candles.
- Time needed for event preparation and cleanup.

Payment for rental of rooms

The Academy will issue an invoice after the event for the usage of its rooms.

Cancellation Policy

In the event of a cancellation, notice must be given at least two weeks in advance. For late cancellations, the Academy reserves the right to charge a penalty fee of 20% of the agreed amount.