Finnish National Gallery’s rental terms and conditions

Space is rented only for closed events that are by invitation only and that are not artistic, political or religious by nature. Invitations to the event must not refer to the museum except as the venue for the event. A draft copy of the invitation must be approved in advance by the Finnish National Gallery, and a copy of the final invitation must be provided to the Finnish National Gallery for its records.

During museum opening hours, all visibility associated with the event must be kept inside the rented space. The Finnish National Gallery’s permission is required for the construction of props and use of various corporate materials (table flags, vertical banners, etc.). The museum’s staff may not be involved in the construction or setting up of props or other materials. The museum does not provide storage space for props or other materials.

Music and/or performances at the event must be agreed in advance with the Finnish National Gallery. The customer renting the space is responsible for all copyright licenses and fees related to the event.

All catering for food and/or drinks for the event must be ordered from the Finnish National Gallery or the museum’s restaurant.

The Finnish National Gallery is liable only for damages or accidents that are generally the liability of the property owner. The customer renting the space is liable for any damages or injuries to the museum and/or the public caused by the customer’s own staff, structures or activities.

Space is rented with basic furniture. Other needs must be agreed separately. The minimum fee for major changes to the furniture is 50 € + VAT 24% /hour.

The amount of time allowed for setting up outside the rental period is generally half an hour before the start of the event.

The invoicing fee is 3 euros.

Changes and cancellations

If the event is cancelled less than 4 weeks before the start of the event, the Finnish National Gallery shall charge 20% of the agreed price as compensation. If the event is cancelled less than 2 weeks before the start of the event, the Finnish National Gallery shall charge 100% of the agreed price as compensation.

Should the customer renting the space wish to change the rental period or the space, the Finnish National Gallery must be notified no later than 4 weeks before the start of the event.

The Finnish National Gallery is entitled to cancel or interrupt the event if it differs significantly from what was agreed.

Space and guide bookings, changes and cancellations: sales@fng.fi
Mon-Fri 10am-2pm, tel. 0294 500 500.

Practical arrangements at Ateneum: Anna-Riikka Tervo, anna-riikka.tervo@fng.fi, tel. 050 475 3244.
Practical arrangements at Kiasma: Maiju Clorley, maiju.clorley@kiasma.fi, tel. 0294 500 604.

Customer information from bookings is stored in the customer register for service sales at the Finnish National Gallery. We comply with Article 6 (1) of Regulation (EU) 2016/679 of the European Parliament and of the Council (General Data Protection Regulation). Further information: https://www.kansallsgalleria.fi/en/tietoa-kansallsgalleriasta/tietosuoja/