



MARITIME CENTRE VELLAMO

TERMS AND CONDITIONS CONCERNING RESERVED FACILITIES:

Confirmation and cancellation

Maritime Centre Vellamo will confirm in writing the facility reservations to the customer making the reservation. If necessary, the customer must cancel his preliminary reservations no later than 14 days before the reserved time. A reserved facility can be cancelled without charge 14 days before the reserved time. After this, the full price for the reserved facilities will be charged.

The customer must deliver to Maritime Centre Vellamo the programme of the event, number of participants and a list of the audiovisual equipment needed in the event. When confirming the reservation, the customer must inform Maritime Centre Vellamo of the exact time of arrival of the arrangers of the event together with the contact information of the persons due to arrive first. We also hope to receive the potential invoicing information in advance, because this will expedite the handling of matters in Vellamo.

Advance preparations and obligations after the event

The facility rent includes general cleaning and furnishing of the facility as agreed. The facility rent also includes a preparation period of one hour, during which time the customer can prepare the facility and place its materials. The customer must remove all his materials immediately after the event.

General instructions

No material relating to the event must be distributed in the lobby of Maritime Centre Vellamo during its opening hours. The events must not disturb the other museum visitors.

It is absolutely forbidden to make an open fire, for example for lighting and burning candles.

Serving of alcohol in Maritime Centre Vellamo is only permitted within the prescribed areas.

Flags of outside parties must not be hoisted on the flagpoles outside Maritime Centre Vellamo.

The customer is obliged to protect the rented facilities from damage. No fixings must be fastened on the walls of the facilities or other structures.

Methods of payment

Admission fees, guide fees and rents for facilities can be paid in cash, by cash cards, ordinary credit cards, or by invoice. The minimum amount invoiced is 50 euros.