

Organiser's Check-list

The Kadriorg Art Museum only provides space; the organiser of each event is responsible for everything else required for the event's organisation (including catering).

During the event, it is also possible to have the exhibition halls opened and to order additional museum-related activities.

Events can be organised in the Kadriorg Art Museum when the museum is closed to visitors.

The Kadriorg Art Museum is open to visitors as follows:

May – September

Tues, Thurs–Sun 10 am to 5 pm

Wed 10 am to 8 pm

October – April

Thurs–Sun 10 am to 5 pm

Wed 10 am to 8 pm

Evening events can start a half hour after the museum closes; on days when the museum is closed, events can start at any time.

All events must end by 12 midnight and the follow-up work by 1 am.

It is prohibited to take food and drink into the museum's exhibition halls, and photographing with a flash or tripod is also prohibited.

All events must be stand-up affairs; it is not possible to organise events with the guests sitting at tables and being served a meal.

Smoking and the use of live flames (including candles) is prohibited throughout the building.

Placing Orders and Making Payments

Rooms can be booked by sending an e-mail to kadriorg@ekm.ee. Bookings are only valid when they are confirmed in writing by the Art Museum of Estonia. The Art Museum of Estonia reserves the right to refuse to rent rooms for events the nature, conditions etc. of which are not appropriate for the museum or during which the property may be at risk of damage. When renting rooms, the organiser must send a guarantee letter by e-mail to Sirje Helme, the Director General of the Art Museum of Estonia, at least two weeks before the event. The guarantee letter must be written on paper containing the agency/company letterhead. The letter must guarantee the safety of the property and payment for the service based on the submitted invoice. The guarantee letter must include the name/theme of the event, any supplemental services, and the date and duration of the event. We also ask that the client's full name, address and registration number be included.

An invoice will be sent by the Art Museum of Estonia after the event. In addition to the returned contract, the client must provide a guarantee letter, in which the client indicates a representative who will personally ensure order and compliance with the specified time limitations.