Booking and Terms of Use of the spaces

City of Porvoo’s Sector for Vitality
23 December 2024

City of Porvoo’s Sector for Vitality – Booking and Terms of Use of the spaces

The Sector for Vitality enables the rental and booking of certain of its spaces for use by local residents, associations, and companies. The available spaces may be free of charge or subject to a charge.

In regard to booking its spaces, the sector complies with the following terms, which are supplemented, if necessary, on space-specific terms.

1. The price of the booking is determined by the current price list.

2. The person booking the space is the person responsible for the use of the space. The person booking the space must be of legal age.

3. Booking the space requires the transfer of the contact information of the person/actor booking the space.

4. The event held in the City’s spaces must not, as a rule, interfere with other activities, customers, or users of the office. Public events that cause possible noise or disturbance are agreed on a case-by-case basis with the holder of the space and, if necessary, the authorities.

5. The content or nature of an event or activities held in the City’s spaces cannot conflict with Finnish laws, Porvoo City Strategy, or well-being plan, or be contrary to good practice. The spaces are not rented for activities that discriminate against groups of people or to an actor whose other activities are clearly discriminatory against a group or groups of people.

6. During the pre-election silence period, the spaces are not rented for public events of individual parties.

7. External bodies can organise their own events in the separate spaces which may be rented from the Sector for Vitality. Organising events and activities in the general customer premises of the Sector for Vitality during their general opening hours always requires that the event or activities are organised in cooperation with the unit managing the space (for example, Library Services, Youth Services or Art School).

Only the unit under the Sector for Vitality managing the spaces may be a responsible organiser at general events that require notification to the police and/or a security and rescue plan unless the event has been separately agreed with the unit managing the space and unless the unit managing the space cooperates more extensively with the event organiser (e.g. partnership). Public events in this context mean, for example, events for more than 200 people, events where stewards are needed, and events that may evoke strong emotions and therefore involve the risk of disturbance.

8. The announced maximum number of people allowed in the space must not be exceeded.

9. Costs (e.g. security, arrangement, and cleaning costs) arising from any other use than those specified in the booking are charged to the person/actor who makes the booking.

10. The person/actor who makes the booking must take care of the proper use of the alarm system and/or electronic locking that may be in use in the space in accordance with the instructions.

11. The booked space and the furniture in it is available to the person/actor who have booked the space at the time specified in the booking. The person/actor who have booked the space may use the equipment mentioned in the booking. The City's open visitor network is available in some of the spaces.

12. After use, the spaces shall be left in the condition they were at the start of the rental. Any initial preparation and final cleaning must be included in the booked time.

13. Safety instructions of the space must be followed. When leaving, make sure that the doors and windows are closed.

14. The person/actor booking the space must take care of the authority permits necessary for their operations arranged in the space.

15. Additional sales during the event and commercial events are agreed with the unit managing the space on a case-by-case basis. In principle, booking or renting the space does not include permission for commercial activities.

16. The person/actor booking the space is liable for damages if the users of the space cause damage to the property or movables. Damage must be reported immediately to the contact person of the space.

17. The representative of the entity managing the space has the right, if necessary and at their discretion, to refuse the access of the person/actor who made the booking to the space or to suspend an event in the space if it appears that the above rules are being violated or have been violated.