**Private Hire Terms at a Glace**

1. Access to rooms is from the start time of the session hired only. If you require time to set-up or prepare please factor this into the start time of your meetings.
2. All equipment must be removed from the premises by the end of each hire session.
3. The hire fees are for the room only. We are happy for you to use our equipment but we cannot guarantee they will be compatible with your requirements or devices. We strongly recommend that you test any items you wish to use ahead of your event.
4. If you are hiring our kitchen facilities or bringing in caterers, please make sure to leave it clean and tidy.
5. Pushkin House hosts exhibitions throughout the year. The exhibition you see on photos or during your visit may not be on display at the time of your event. For more information on what is likely to be on display during your event, please get in touch. **It is crucial that none of the works are removed or moved during your event.**
6. No open flame candles allowed.
7. No heavy objects or objects containing liquid must be placed on the piano.
8. The piano can not be removed from the Music Room, however it can be moved into the corner if needed.
9. The kitchen, hall and other communal areas must not be used for storage unless agreed in advance with the management.
10. The use of smoke/haze machines is only allowed with prior consent of the management.