

## SERVICES



Cafe Moskau stands for space, transparency and aesthetics making it the perfect place for meetings, conferences, standing receptions, parties and galas.

Our team will gladly help you organise the additional service aspects and presentation of your event to make it a success.

Below is an overview of all services. If you're interested, we can offer advice and provide customised quotes.

**STAFF  
DRINKS CATERING  
FITTINGS / INFRASTRUCTURE  
ADVERTISING AND DESIGN SPACE**

## STAFF



We have a large network of competent, experienced service providers available to assist you in various areas.

### **MANDATORY SERVICES:**

- Event management
- Set-up and dismantling supervision
- Security staff and fire safety guards
- WC supervision for 200+ guests
- Depending on event format: Venue manager
- Cleaning staff



### **OPTIONAL SERVICES:**

- Paramedics
- Photographers
- Cloakroom staff, excluding fittings
- Set-up and dismantling assistants
- Additional security
- Baristas

## BANNER SPACE



When it comes to branding your event, the exterior facades of Cafe Moskau feature two banner spaces (3.41 m x 12.55 m and 3.41 m x 6.48 m) providing room for your personalised banner with high visibility. Set-up and dismantling is always performed by our regular partner. We will be glad to assist you with banner production. Exact requirements for the printing templates are provided upon request.

Another branding option is to affix stickers to areas such as windows, the mobile bar system or cloakroom counters.

Please contact us if interested.

## CARPETS, MARQUEES & CLOAKROOM



You can book carpets to make your guests feel extra special. Ideal for awards ceremonies, galas or just because they look nice.

We can offer various marquee options to extend function space at Cafe Moskau. Both the "Atrium" and "Rosengarten" outdoor areas can be covered using marquees.

Both entrance areas in the eastern and western foyers offer enough space for a cloakroom holding up to 500 clothing items. We can fit these areas out with the necessary cloaking equipment for your event.

We'll be glad to advise you – and tailor things to your event!



## INTERNET & DISPLAYS



### INTERNET

All event spaces at Cafe Moskau are full Wifi-enabled (bandwidth may be upgraded from 10 Mbit/s to 200 Mbit/s (synchronously)).

Let us know your needs and we'll draw up a tailor-made quote. When using the Wifi, you will be given personalised access details in advance.

### DISPLAYS

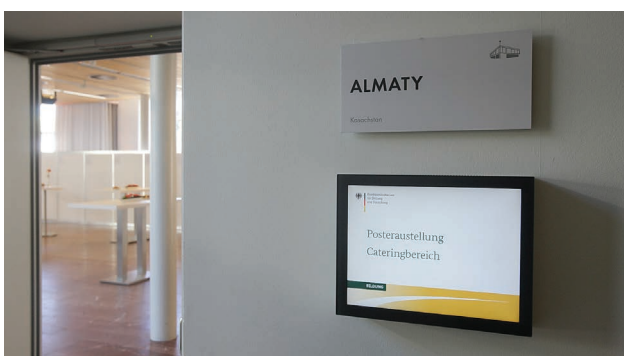
Fixed display screens are provided in front of every function room for perfect presentation, e.g. of your logo or the name of the workshop.

The optimum resolution is: 1024 x 768 // 4:3

The following content can be displayed:

- Images (.jpg)
- Videos (.mov)

NB: Please send your files to Cafe Moskau GmbH no later than 14 days prior to event commencement.

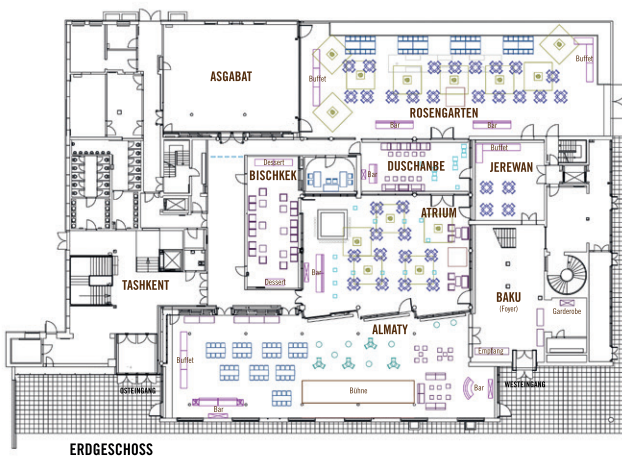


## SEATING PLANS



In addition to Cafe Moskau's existing seating plans, our preferred partner "Party Rent" can also formulate a tailor-made plan for you (hourly rate of € 75.00 net).

Party Rent contact:  
Nora Ramm  
noramm@partyrent.com  
+49 030 / 521302937



## CONTACT

### LOCATION

Cafe Moskau  
Karl-Marx-Allee 34  
10178 Berlin

### DELIVERIES

Neue Blumenstraße 13

### OFFICE

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Milastraße 2  
10437 Berlin



### REQUEST & VISITS

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### QUESTIONS CONCERNING YOUR EVENTPRODUCTION

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**WE ARE PLEASED TO SUPPORT YOU WITH  
ALL YOUR EVENTMANAGEMENT.  
WE'LL BE GLAD TO OFFER YOU PROFES-  
SIONAL ADVICE!**