

## **Obligatory Event Guidelines**

### **Information about the planning of events in the KINDL – Centre for contemporary art Berlin**

**Am Sudhaus 3, 12053 Berlin**

The KINDL – Centre for Contemporary Art is taking shape in the unconventional space of the former Kindl brewery in Berlin's Neukölln district. This listed red-brick building was built between 1926 and 1930, in a style reminiscent of German expressionism. Since 2014 international contemporary art is taking place in the exhibition area in varying exhibitions.

We ask you to respect the dignity of the art objects, to observe the conservatory requirements and not to change the character of the exhibition rooms.

The Centre for contemporary art is open to the public Wednesday to Sunday from noon until 6 pm.

#### **1. Function rooms**

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##### 1. a) Kesselhaus (Boiler house)

1. Size: ca. 400 m<sup>2</sup>
2. Stand-up reception for max. 400 people is possible.
3. Smoking is not permitted.
4. Advertisement and product presentations are not allowed.
5. It is not allowed to offer coloured drinks like red wine, Cocktails, juices and greasy food.
6. Due to the separate entrance of the Kesselhaus, a daytime set-up as well as an event during the museum opening hours is possible.
7. No candles, tea lights and/or open fire in any form, are permitted

##### 1. b) Sudhaus (Brewhouse)

1. Size: ca. 260m<sup>2</sup>
2. Stand-up receptions for max. 300 people are possible.
3. Seated events and dinners for max. 90 people are possible.
4. Smoking is not permitted.
5. Advertisement and product presentations are allowed after agreement.
6. Tea lights are possible.

1. c) Maschinenhaus M0 (Powerhouse)

1. Size: approx. 400m<sup>2</sup>
2. Stand-up receptions for max. 400 people are possible.
3. Seated dinner for max. 250 people are possible.
4. Smoking is not permitted.
5. Advertisement and product presentations are allowed after agreement.
6. No candles, tea lights and/or open fire in any form.

1. d) Museum Education Room

1. Size: approx. 70m<sup>2</sup>
2. Usable as a catering back area (kitchen) or as a separate conference room.
3. When used as catering back area, the floor and walls need to be protected with a liquid-impermeable material.
4. No convection oven, open fire and/or grill/BBQ allowed.
5. Keeping warm or heating up food/drinks is only permitted with electrical equipment.
6. The education room can also be used as an artists' dressing room or similar. This room though is not lockable. A small separately lockable room is available.
7. Set-up and events are also possible during opening hours as this area is not open to the public.

1. d) Outside area (beer garden and courtyard – discontinuous)

1. At beer garden stand-up receptions and set dinners for max. 99 people are possible.
2. At courtyard (north side, direct access to M0 and museum education room) are stand-up receptions up to 120 persons possible
3. Advertisement and product presentations are not allowed.

**2. Further Notes**

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1. Condition to the carrying-out of an event is a joint inspection with the organiser/customer, caterer, and representatives of the KINDL and the departments of technical works and security, plus the completion of a contract in due time (at the latest ten days before the event takes place).
2. Invitations have to be released by Museum&Location before sending to the guests.
3. Events with political background and content are subject to the approval of the Director of the KINDL. In this case all made agreements are subject to this approval.
4. The date of the event might be confirmed after the museum executives have given their affirmation.
5. Liability insurance has to be presented to Museum&Location the day before the event. The organiser is completely liable for any and all damage.

6. Until 7 days prior to the event, the host of the event is obliged to show M&L a special permission according to §11 LImSchG Berlin or an exception permission according to §10 LImSchG Berlin, if the event in the outside areas exceeds the allowable loudness level after 10.00 p.m. This permission has to be organized by the host of the event, itself, and on his own expense.
7. Special regulations apply to the exhibition areas in the KINDL. The representatives of the KINDL (scientists, restorers) will point these out on the joint inspection. As a matter of principle, the use of technical apparatus, material, etc. may not lead to any change in the usual climatic conditions of the exhibition.
8. For events with 200 or more guests, the host of the event is obligated to book additional paramedic services for the complete duration of the event. This booking must be done by the host of the event and at his own expense.
9. Chairs, podiums, sound production equipment and/or any other furniture cannot be provided. All things which are necessary must be made available by the host.
10. Set constructions are only possible when permission is granted and in restricted dimension.
11. Masking electric cables etc. is only allowed when solventless and residueless adhesive tape is used.
12. Wires cables need to be laid without creating tripping hazards. At doors or other room crossings, cables need to have joints, that they can be disconnected in case of fire or emergency.
13. The assembly and disassembly of furniture and chairs must be done by the organizer/customer. Chairs, technical apparatus & lighting fixtures must be placed at a distance of at least 1.50 m to the artworks.
14. B1-Certificates should be available for all installations.
15. A schedule of the event, including set-up and -down must be provided at the latest 10 days before the event by the organizer / client.
16. Attention is required to the pettishness of all surfaces including the floor. Particular maximum weights have to be approved. This applies to installation of lights and illumination during photo opportunities etc.
17. Electricity and water can be supplied in compliance with our terms.
18. Information and communication technology (connections or equipment) cannot be provided.
19. Information material about the KINDL (Flyer) can be supplied.
20. Guided tours are offered in order to get a better aspect of the museum. The guides have to be paid separately.
21. The caterer is permitted to cook in the catering area and the event room. Open fire or the use of a grill/ BBQ is not allowed. Floors and walls have to be protected by protection sheets.
22. Deliveries are allowed to be made via the delivery entrance (according to the map).
23. The KINDL can not allocate parking places.
24. The usage of mobile phones is not allowed in the exhibition rooms.
25. The required security staff and sanitary personnel will be determined KINDL. The reservation of security staff is to be made by Museum&Location GmbH.
26. Strictly no Smoking in the museum.
27. The KINDL reserves the right to alter the regulations above.

### **3. Costs**

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For the carrying-out of an event there will be costs charged for rent, guards, cleaning staff, in appropriate instances for tour guides and technical personnel. The charges are determined according to the extent and length of an event, and can only be calculated when an exact plan for your event is submitted.

The corresponding rental contract will be produced by Museum&Location. We are happy to advise you in the selection of the set-up, Catering and technical equipment!

#### **We are happy to provide any further information:**

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**Subject to alterations**  
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