

Obligatory Event Guidelines

Information about the planning of events at THE CULTURAL FORUM (Kulturforum)

Staatlichen Museen zu Berlin (SMB), Matthäikirchplatz 6, 10785 Berlin

**Picture Gallery
Art Library
Museum of Arts and Crafts
Gallery of Copperplate Print**

The ensemble of museums at the Cultural Forum was built from 1985 until 1998. It includes the Picture Gallery with a collection of European painting of the 13th until the 18th century, the Art Library as one of the oldest scientific libraries of art history research, the Museum of Arts and Crafts, which shows European arts and crafts and design of the Middle Ages and the equivalent value and the Gallery of Copperplate Print handmade and graphic manuscripts of the 14th until the 20th century.

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 Picture Gallery is open to the public Tuesday through Sunday from 10 am until 6 pm. Since April 2000 it is also open on Thursday evenings until 10 pm. For this reason, events can only be prepared and set up after the closing time of the museum. The disassembly or the removal of foreign objects must take place in the same night.

I. Event areas

Please note that colouring or greasing food and beverages, open fire (as well as candles and tea light candles and lighting gel) are not permitted.

I. a) Central Entrance Hall

1. Size: 4,000 m² on two levels (entrance lobby and lower lobby)
2. Sit-down dinner for up to 450 persons is possible
3. Stand-up reception with buffet is possible for up to 1,200 people.
4. Set constructions are only possible after permission is granted.
5. Chairs, podium and/or sound production equipment cannot be provided.
6. Smoking is not permitted.
7. Use of mobile phones in the central entrance hall is permitted.

I. b) "Wandelhalle" at the Picture Gallery

1. Size: 1.400 m²
2. Sit-down-events (concerts, readings etc. without food or drinks) are allowed up to 500 persons.
3. Set constructions are prohibited.
4. Seated dinners or buffet are not allowed.
5. Smoking is not permitted.
6. Use of mobile phones at the "Wandelhalle" and at the cabinets of the Picture Gallery is not permitted.

I. c) Piazzetta (Outside Area)

1. Size: 3.000 m²
2. Welcome reception for up to 1.200 people possible. In addition to the Central Hall it is possible for up to 1.300 people.

II. Further Notes

1. Condition to the carrying-out of an event is a joint inspection with the organiser/customer, caterer, and representatives of the Picture Gallery and the departments of house management, technical works and security of the Staatlichen Museen zu Berlin, plus the completion of a contract in due time (at the latest ten days before the event takes place).
2. The organiser is completely liable for any and all damage.
3. Events with political background and content are subject to the approval of the Directorate-General of the Staatliche Museen zu Berlin. In this case all made agreements are subject to their approval.
4. Invitation cards for the event must be checked and released by M&L before you may send them to your guests.
5. Set ups are allowed only after permission is granted and in restricted dimension.
6. The day before the event at the latest a liability insurance has to be confirmed. The organiser is completely liable for any and all damage.
7. The caterer may not be permitted to cook or to use an open fire, grill or candles.
8. Deliveries may only be made via the delivery entrance Stauffenbergstr. 43 B Gate: Gemäldegalerie (Picture Gallery).
9. Information and communication technology (connections or equipment) cannot be provided.
10. 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.
11. 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.

12. Chairs, tables, furniture including pianos and grand pianos which have been brought into the museum, must be fitted with felt padding to protect the flooring. Electrical cables, etc., may only be fastened with solvent-free tape (so-called masking tape or painters tape).
13. Electricity, water and sewage use can only be supplied in compliance with our terms.
14. Dressing rooms for artists or side rooms are not available.
15. The required security staff will be determined by the Staatlichen Museen zu Berlin. The reservation is to be made directly to the company – Museum&Location - under contract with the SMB by the organiser.
16. 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.
17. Smoking is not allowed.
18. As the Kulturforum is a museum complex, one of the four museums (exhibitions) need to be opened for the customers. Of course it is possible to choose which one.
19. One of the museum directors is happy to welcome the guests with a few words. No further costs will arise.
20. A schedule of the event including assembly and disassembly must be provided at the latest 10 days before the event.
21. All relevant safety devices and designated escape routes have to remain fully functional during the entire event and may not be conditioned by additional installations.
22. We provide further information about the Cultural Forum if you want to. We gladly organize guided tours in different languages for you.
23. Advertising and product presentations are permitted.
24. The SMB reserves the right to alter the regulations above.

III. Costs

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 provide any further information:

Museum&Location Veranstaltungsgesellschaft
der Staatlichen Museen zu Berlin mbH
Potsdamer Str. 58
10785 Berlin
Tel. 030 263 94 88 26
Fax 030 263 94 88 29
E-mail: kontakt@museum-location.de

Subject to alterations

Stand: October 2015