

Obligatory Event Guidelines

Information about the planning of events in the Bode-Museum

Staatliche Museen zu Berlin (SMB), Am Kupfergraben, 10178 Berlin

**Sculpture Collection
Museum of Byzantine Art
Coin Cabinet
Painting Gallery**

The Bode-Museum situated on the Museum Island belongs to the UNESCO cultural heritage since 1999. 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.

After more than 5 years of renovation the Bode-Museum shines in new splendour. Since October 2006 the Sculpture Collection, the Museum of Byzantine Art, the Coin Cabinet and the art pieces of the Painting Galleries are presented in this house. In the past years this museum, with its approx. 25.000 square metres large area, was fundamentally recapitalized and adjusted to the requirements of a modern museum.

The Bode Museum is open to the public Monday to Friday from 10 am until 6 pm. Thursday until 10 pm. Saturday and Sunday from 10am until 6pm. 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. Function rooms

1.a) Basilica

1. Size: approx. 250 m²
2. Receptions for up to 200 people and dinner with max. 140 people are possible. Due to the fragile floor, a carpet needs to be laid (events with catering).
3. Composite lectures (row seating) excluding food and beverages with max. 200 people are possible in the basilica.
4. The use of the basilica as well as up and degrades only before or after the official opening hours.
5. Chairs, tables, musical instruments and other furniture have to be protected with felt padding, to protect the delicate floor of the basilica. To mask electric cables etc. solvent-free adhesive tape (wallpaper tape) must be used. Black cable must be wrapped.
6. Additional Lighting of the basilica is allowed only in gold, amber and yellow tones.

1.b) Great domed hall/ Große Kuppelhalle

1. Size: approx. 250 m², with additional usage of the balcony: approx. 300m².
2. Receptions are, depending on the extent of catering for up to 200 people, in joint use of the balcony for max.300 people possible.
3. The use of the Große Kuppelhalle as well as up and degrades only before and after the official opening hours.
4. Additional Lighting of the Große Kuppelhalle is only allowed in gold, amber and yellow tones.

1.c) Gobelinsaal

1. Size: approx. 140 m²
2. The Gobelinsaal can be used for meetings, conferences and lectures with up to 100 people.
3. Food and beverages are not permitted.
4. In the hall there is basic technical equipment and 150 chairs available, which can be used upon a flat rate.
5. The Gobelinsaal can be used during opening hours.

II. Requirements and terms for holding an event

1. Condition to the carrying-out of an event is a joint inspection with the organiser/customer, caterer and the respective representatives of the museum and the departments of house management, technical staff and security of the National Museums in Berlin, plus the completion of a contract in due time (at the latest ten days before the event takes place).
2. 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.
3. Special regulations apply to the exhibition areas in the Bode-Museum. The representatives of the museum (scientists, restorers) will point these out on the joint inspection. These regulations apply to the lighting as well as to the possible erection of furniture and apparatus. Contact or bumping of exhibition objects must be absolutely ruled out. 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.
4. As a matter of principle the usage of technical equipment and material etc. should not lead to changes of the climate conditions inside the museum. Near art pieces only cold light is allowed to use.
5. Event dates may be fixed only after consultation with the relevant museum.
6. A schedule of the event including buildup and dismantling must be provided at the latest 10 days before the event.
7. 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.
8. The host has to show an **event liability insurance**, at least one day before the set-up of the event. The host is fully liable to damages of any kind. In case the event liability insurance is not shown in time, the access to the museum can be refused.
9. Chairs, podium and/or sound techniques in the Basilica and the Große Kuppelhalle can not be provided by the museum.
10. Additional set-ups and buildings are only possible after consultation and to a limited

extent.

11. Construction and dismantling of furniture and seating must be provided by the organizer / customers. The minimum distance to art is for chairs, technical equipment and lighting fixtures 1.50 m.
12. Chairs, tables, musical instruments, scene elements and other furniture have to be protected with felt pads in areas with no carpet.
13. Power cables, slides, etc. could not be placed directly on the ground. An exception is the use of solvent-free adhesive tape. Black cables have to be wrapped.
14. Electricity and water can be partly provided.
15. Furniture or equipment on carriers can only be transported through the Kameckehalle if the floor is protected by paving tiles.
16. Information and Communication Technology (connection and/or equipment) are not available.
17. The delivery for the Bode Museum is taken place after appointment only. Delivery vehicles/cars may be used only for loading and unloading on the museum grounds and need to be parked outside museum grounds.
18. Dressing rooms for artists, i.e. additional rooms, are not available. The children gallery in the basement can be used in exceptional circumstances and after approval of the museum management for example as an artist dressing room.
19. Buffets are not allowed in any of the event area.
20. The caterer is not allowed to cook inside the museum, to use open fire or a barbecue.
21. Candles, fuel pastes, etc. are not allowed.
22. As cooking is not allowed inside the Museum, a catering tent can be built in the Arcade (next to the main entrance).
23. Food and drinks can only be served in the designated spaces (Große Kuppelhalle, Basilica, café with gallery, in exceptional cases: Kameckehalle, Kleine Kuppelhalle).
24. Coloring drinks (wine, etc.), greasy food and coloring materials (flowers / Leaf Green) are generally not allowed and can only be allowed in exceptional cases and approval by Museum & location and with special precautions, i.e. carpet, accompanied by clamminess impermeably foil. The carpet should not to be laid directly onto the floor.
25. The carpet should be in a grey-shaded colour.
26. In the Basilica (and the Kameckehalle) water impermeably carpet needs to be used, when food and drinks are served.
27. The carpet laying needs to be done by one of the approved companies of the SMB. Museum&Location is happy to give contacts.
28. Advertisement and presentation of products is prohibited.
29. Strictly no Smoking.
30. Mobile phones only outside exhibition rooms.
31. All people involved in the event must be wearing an identity card or badge in a visible place during assembly and dismantling and during the event. A sample is to submit at least two days before the event.
32. The required staff supervision or sanitary care is supported by the National Museums in Berlin (SMB) set. The appointment of the supervisory and cleaning staff directly Museum GmbH & location in terms of the SMB contractually obligated caretaking and cleaning companies.
33. The SMB reserve the right to change any of the above-mentioned regulations.
34. The authoritative event guidelines are an integral part of the contract.

III. Costs

For the carrying-out of an event there will be sums charged for rent, guards, cleaning staff, in appropriate instances tour guides, technical personnel and a restorer. The prices have always to be considered plus taxes. 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 GmbH.

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