



# ALTE NATIONALGALERIE



## Obligatory Event Guidelines

Information about the planning of events  
in the Alte Nationalgalerie | Museumsinsel

### The Museum

Built from 1866 until 1876, the Alte Nationalgalerie (Old National Gallery) accommodates one of the most important and famous German collections of 19<sup>th</sup> century art, among others master pieces of Caspar David Friedrich, Adolph Menzel, Edouard Manet, Claude Monet, Auguste Renoir and Auguste Rodin. After a profound restoration, the museum was re-opened in 2001 to shine in new splendour.

Since 1999, the Alte Nationalgalerie situated on the Museumsinsel Berlin (Museum Island) belongs to the World Cultural Heritage of the UNESCO. 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 Alte Nationalgalerie is open to the public Tuesday to Sunday from 10 am until 6 pm, Thursdays until 8 pm. 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.

The Alte Nationalgalerie is part of the Staatliche Museen zu Berlin (henceforth referred to as SMB) and one of the institutions of the National Gallery.

### The Address

Bodestraße 1-3 (Am Kupfergraben), 10178 Berlin - Mitte

## The Event Areas

Please note that colouring or greasing food and beverages, as well as open fire (including candles, tea light candles and fuel gel) are not permitted anywhere on the museum ground.

### Foyer

1. Size: effective area ca. 110 m<sup>2</sup>
2. Standing reception (beverages & finger food) for up to 100 people is possible.
3. All or part of the hallway might be integrated, if needed.

### Sculpture Hall on the first exhibition floor

1. In order to grant enough distance between furniture and sculptures, the largest available space measures 4.3 x 16 m.
2. An area of 2 x 15 m is available for chairs or other furniture.
3. Depending on the event concept, the removal of two sculptures - accompanied by restorers - is required. In this case, the client/event organiser must pay the costs.
4. Seated event without catering (speeches, festive ceremonies, classical music) for up to 80 people is possible.
5. Dinner for up to 60 people is possible. Round tables are not permitted, long tables only.

### Foyer on the second exhibition floor

1. Size: effective area ca. 50 m<sup>2</sup>
2. Standing reception for up to 40 people is possible.
3. The exterior door to the outside staircase must not be opened due to conservational reasons.

### Small rotunda on the second exhibition floor

1. Seated event (speeches, festive ceremonies, music) is possible. According to the character and equipment of the event, up to 40 people might be present.
2. Standing reception (bar tables only) for up to 60 people is possible.

### Cornelius halls on the second exhibition floor

1. Use is only possible for events without food or beverages.

### Deutsch-Römer-Saal (German-Roman Hall)

1. Lectures and events for up to 150 people are possible, depending on the exhibition architecture.
2. No food or beverages allowed.

## The Planning

1. The date of the event can only be confirmed after the museum executives have given their confirmation.
2. Events with political background and content require the approval of the Directorate-General of the SMB. In this case, all made agreements are subject to their approval.
3. Advertisement and product presentations are only permitted in exceptional cases at closed, non-public events. Approval from the SMB is required for this. Advertising and product presentations may only take place during the event and not in connection with works of art.

4. A prerequisite for holding an event is a final inspection with the organiser / client, the caterer, the Museum&Location Veranstaltungsgesellschaft der Staatlichen Museen zu Berlin mbH (hereinafter M&L) and the representatives of the Alte Nationalgalerie and the property management / technical department / security department, as well as a timely conclusion of a contract (latest 10 days before the event).
5. During the final inspection at the latest, we ask you for the announcement by name of a skilled German-speaking person with decision-making power in charge of the event (also stating the mobile number). For the entire duration of the event – including set-up and dismantling – this person takes responsibility for the compliance with the present event guidelines and the coordinated schedule of the event as well as all agreements concerning the fire safety regulations. The person in charge of the event must be always on site and available during the event and during set-up and dismantling.
6. The organiser must prove an event organiser's liability insurance to M&L no later than one day before the event is set up. The organiser is fully liable for damages of any kind. If the organiser's liability insurance is not proven in good time, admission to the museum may be refused. In addition, we recommend that you obtain proof of liability insurance from each of your externally commissioned trades.
7. All rented areas are museal spaces of the SMB, which are regularly inspected and maintained by museum staff. Damages are reported to the directors daily and to M&L after each event. The event area will be taken by you as seen; a mutual inspection report is possible on request.
8. Invitation cards for the event must be checked and released by M&L before you may send them to your guests.

## The Event

1. A schedule of the event including set-up and dismantling must be provided at the latest 10 days before the event.
2. The required security and sanitary staff will be determined by the SMB. The order of the security and cleaning staff is made directly by M&L at the security and cleaning companies contracted by SMB.
3. For events of 200 people or more, the organiser is obliged to book paramedic services for the entire duration of the event. This booking must be made by the organiser himself and at his own expense.
4. Events with 200 or more guests are subject to the "Versammlungsstättenrecht des Landes Berlin" (venue regulations of the state Berlin) and have to be planned, authorized and approved accordingly. The event organiser bears all costs for the acceptance of the planned seating, the verification of the B1-certificates of all set-ups as well as the approval of the event by a fire protection officer on the implementation date.
5. Information material of the Alte Nationalgalerie can be supplied.
6. In addition, the museum offers guided tours of the collection and the building, in order to give an event a closer connection to the museum. These guided tours can be offered by employees or paid staff and are to be paid for by fees.
7. Musical performances and the like are possible by agreement with M&L. Adequate to the dignity of the museum classical music is recommended. In order to protect the works of art, music must not cause any disturbance (e.g. bass, percussion, electronic music).
8. Dressing rooms for artists or other additional rooms are not available.
9. Smoking is strictly prohibited in the whole building.
10. The usage of mobile phones may be allowed only in the entrance hall.

11. All people involved in the event must wear an identity card, badge or the like in a visible place during assembly and dismantling and during the event. A sample is to be submitted at least two days before the event.

## **The Set-up and Dismantling**

1. Set constructions are only possible when permission is granted and in restricted dimension.
2. M&L and SMB assume no liability for set constructions and materials brought into the museum.
3. The exhibition areas at the Alte Nationalgalerie are subject to special requirements, which are pointed out by the museum's representatives during the joint site inspection. This applies to both the lighting and the possible construction of furniture and appliances. Care must be taken to ensure that touching or bumping collection objects is absolutely excluded.
4. 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.
5. There is no special furniture available for events. The event organiser must therefore provide everything necessary.
6. Information or communication technology (connection and/or devices) cannot be provided.
7. B1 certificates must be shown for all installations (prints, rear walls, floor coverings, stage, presentation displays, etc.). Excluded from this is only mobile furniture (stand tables, chairs, tables, lounge furniture).
8. Chairs, tables and other furniture including musical instruments, which have been brought into the museum, must be fitted with felt padding to protect the flooring.
9. Masking and fastening electrical cables, etc. is only allowed when solvent-free and residue-free adhesive tape (so-called masking tape or painters' tape) is used.
10. The organiser/customer must install and dismantle all furniture and seating. In doing so, the minimum distance to works of art is 1.50m for chairs, technical equipment, and lighting fixtures.
11. Attention is drawn to the sensitivity of all surfaces including floors. Special charges are subject to a vote. The same applies for lighting installations, lighting at photo appointments, etc.
12. The delivery to the Alte Nationalgalerie takes place via Bodestraße and the staff entrance of the museum.
13. Delivery vehicles are not allowed to park on the museum grounds, especially the fire rescue path.

## **The Catering**

1. The caterer is not permitted to cook or to use an open flame, fuel paste or barbecue grill. If necessary, the caterer has to set up a kitchen tent beside the Alte Nationalgalerie.
2. For events in the Sculpture Hall, the delicate floor must be covered by a carpet and clamminess impermeable foil by a company approved by M&L. Furthermore, colouring drinks (wine, coffee, juice etc.), greasy food and colouring and dusty materials (flowers/leaf green) are generally not allowed in the entire museum (even if carpeted).
3. Electricity and water may be provided on a conditional basis.

## **The Costs**

When the event is held, costs are calculated for use (user fee), supervisors, cleaning staff, and if necessary, tour guides, fire protection inspection and technical staff. The prices are subject to VAT. The calculation of costs (other than user fees) depends on the size and duration of an event and can only be done when a detailed schedule for your event is submitted.

Museum&Location GmbH draws up the corresponding lease agreement.

**Museum&Location GmbH and the Staatliche Museen zu Berlin reserve the right to change the above regulations.**

We gladly recommend companies for catering, event technology and equipment.

We are happy to provide any further information:

**Museum&Location Veranstaltungsgesellschaft  
der Staatlichen Museen zu Berlin mbH**

Potsdamer Str. 58

10785 Berlin

Phone: +49 (0)30 / 263 94 88 26

Fax: +49 (0)30 / 263 94 88 29

E-mail: [kontakt@museum-location.de](mailto:kontakt@museum-location.de)

[www.museum-location.de](http://www.museum-location.de)

Effective May 2020