



BODE-MUSEUM



Obligatory Event Guidelines

Information about the planning of
events in the Bode-Museum | Museumsinsel

The Museum

Supported by director general Wilhelm von Bode the court architect Ernst von Ihne built the neo-baroque Kaiser-Friedrich-Museum between 1897 and 1904, today's **Bode-Museum**. Since 2006, the museum houses **the Skulpturensammlung und Museum für Byzantinische Kunst (Sculpture Collection and Museum of Byzantine Art), the Münzkabinett (Numismatic Collection), and works from the collection of the Gemäldegalerie (Old Master Paintings)**. In parts the artworks are presented in context of the original ceilings, fireplaces, doorjambs, tapestries, and furniture, according to the original concept by Wilhelm von Bode.

Since 1999, the Bode-Museum 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.

Please refer to the website for the current opening hours of the Bode-Museum:

www.smb.museum/en/museums-institutions/bode-museum/plan-your-visit

Events can take place outside opening hours of the museum. Their preparation and set up is only possible after the closing time of the museum. The disassembly or the removal of foreign objects must take place in the same night.

The Bode-Museum is part of the Staatliche Museen zu Berlin (henceforth referred to as SMB).

The Address

Bodestraße 1-3 (Am Kupfergraben), 10178 Berlin

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.

Basilica

1. Size: effective area ca. 250 m²
2. Standing receptions and dinner for up to 150 people are possible. Due to the fragile floor, a carpet needs to be laid for events with catering.
3. Seated lecture events (row seating) excluding food and beverages are possible in the Basilica for up to 150 people.
4. Additional lighting of the Basilica is allowed only in gold, amber and yellow tones.

Große Kuppelhalle (Great Domed Hall)

1. Size: effective area ca. 250 m², with additional usage of the balcony: ca. 300m².
2. Depending on the extent of catering, standing receptions for up to 200 people are possible, in additional use of the balcony for up to 300 people.
3. Additional lighting of the Große Kuppelhalle is allowed only in gold, amber and yellow tones.

Gobelinsaal (Gobelin Hall)

1. Size: effective area ca. 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 100 chairs available, which can be used upon a fixed rate.

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 not permitted.
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 Bode-Museum 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 the 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 Bode-Museum (flyer) 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. The children gallery in the basement can be used in exceptional circumstances and after approval of the museum management, for example as a dressing room for artists.
9. Smoking is strictly prohibited in the whole building.
10. The usage of mobile phones is not allowed in the exhibition rooms.
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. The exhibition areas at the Bode-Museum 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.
3. 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. Near art pieces it is only allowed to use cold light.

4. There is no special furniture available for events. The event organiser must therefore provide everything necessary. Chairs, podium and/or sound technology in the Basilica and the Große Kuppelhalle cannot be provided by the museum.
5. Information and communication technology (connection and/or devices) cannot be provided.
6. 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.
7. Power cables, slides, etc. could not be placed directly on the ground. Masking and fastening electric cables etc. is only allowed when solvent-free and residue-free adhesive tape (so-called masking tape or painter's tape) is used. Black cable must be wrapped.
8. 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).
9. 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.
10. Attention is drawn to the sensitivity of all surfaces including floors. Special charges are subject to a vote. The same applies to lighting installations, lighting at photo appointments, etc.
11. Furniture or equipment on carriers can only be transported through the Kameckehalle if the floor is protected by paving tiles.
12. The delivery to the Bode-Museum takes place by appointment only. On the museum grounds delivery vehicles may only be used for loading / unloading and are not allowed to park.

The Catering

1. The caterer is not permitted to cook or to use an open flame or barbecue grill. Candles, fuel gel, etc. are not permitted likewise. As cooking and/or preparing food is not allowed inside the museum, a catering tent can be built in the arcade outside (next to the main entrance).
2. Food and drinks can only be served in the designated spaces (Große Kuppelhalle, Basilica, café with gallery, in exceptional cases: Kameckehalle, Kleine Kuppelhalle) and must not be taken to any other room.
3. Colouring drinks (wine, etc.), greasy food and colouring materials (flowers/leaf green) are generally not permitted and can only be allowed in exceptional cases and upon approval by M&L together with special precautions, i.e. carpet, accompanied by clamminess impermeable foil.
4. In the Basilica (and the Kameckehalle) water impermeable carpet needs to be used, when food and drinks are served. The carpet should not be laid directly onto the floor.
5. The carpet laying needs to be done by one of the approved companies of the SMB. M&L is happy to give contacts. The carpet should be in a grey-shaded colour.
6. Buffets are not allowed in any of the event areas.
7. 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:

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