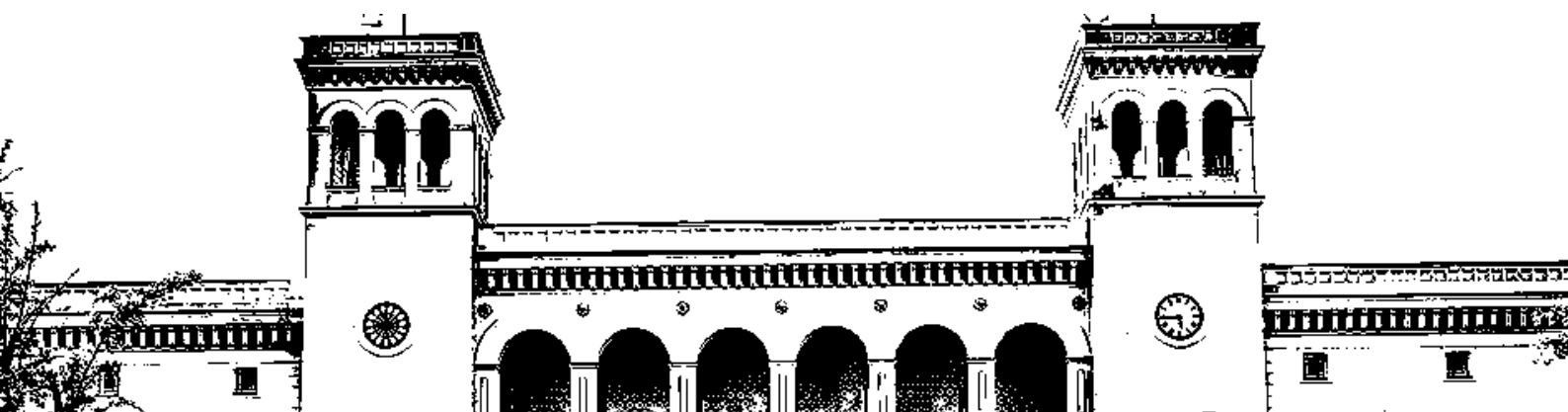




HAMBURGER BAHNHOF – Nationalgalerie der Gegenwart



Obligatory Event Guidelines

Information about the planning of events in the
Hamburger Bahnhof – Nationalgalerie der Gegenwart

The Museum

In 1996, the **museum for contemporary art** was opened in the Hamburger Bahnhof, the former terminus of the railway line between Hamburg and Berlin built in 1846/47. The museum exposes **art of the 1960s up to contemporary art**.

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 find the current opening hours of the Hamburger Bahnhof - Nationalgalerie der Gegenwart on the website: www.smb.museum/en/museums-institutions/hamburger-bahnhof/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 Hamburger Bahnhof - Nationalgalerie der Gegenwart is part of the Staatliche Museen zu Berlin (henceforth referred to as SMB) and one of the institutions of the National Gallery.

The Address

Invalidenstr. 50 - 51, 10557 Berlin - Tiergarten

The Event Areas

Please note that **open fire** (including candles, tea light candles and fuel gel) is **not permitted** in the whole building.

Central Entrance Room/Foyer

1. Size: ca. 206 m², effective area ca. 120m²
2. Standing reception for up to 120 people is possible.
3. Advertisement and product presentations are not allowed.
4. Due to the unsealed floor, no colourful drinks such as red wine, cocktails, juices, or greasy and colouring foods (e.g. soy sauce) may be served. Colouring and dusting materials (flowers/leaf green) are not permitted.
5. The cash counter can be used as beverage service or bar, according to the arrangement with Museum&Location GmbH.

Historischer Übergang

1. Size: effective area ca. 80m²
2. Standing reception for up to 80 people is possible, seated dinner is not permitted.
3. Advertisement and product presentations are not allowed.
4. Due to the unsealed floor, no colourful drinks such as red wine, cocktails, juices, or greasy and colouring foods (e. g. soy sauce) may be served. Colouring and dusting materials (flowers/leaf green) are not permitted.
5. The minimum distance to the light Installation of Dan Flavin has to be 1.50m (true for furniture, technical equipment and light fitting).
6. Since Dan Flavin is a contemporary artist, we kindly ask you to respect the copyright. It is not allowed to take pictures or movies of the light installation.
7. Only cold light (flashes and lightning) is permitted.

Restaurant

1. Size: effective area ca. 270 m².
2. Standing reception for up to 200 people is possible.
3. Set dinner for up to 150 people is possible.
4. Advertisement and product presentations are allowed after agreement.

Aktionsraum (event room adjacent to the restaurant)

1. Size: effective area ca. 360m².
2. Standing reception for up to 300 people is possible.
3. Sit-down-events (readings, ceremonial acts) and dinners for up to 250 people are possible.

Catering Room (with storage room in the basement)

1. Size: approx. 70 m² (storage room approx. 20 m²).
2. The room can be used as a catering back area (kitchen). In this case the floor and walls need to be protected by a liquid-impermeable material.
3. Convection ovens are allowed
4. No open fire and/or grill/BBQ allowed.
5. Keeping warm or heating up food/drinks is only permitted with electrical equipment.

6. The storage room can also be used as an artists' dressing room or something similar. This room is not lockable.

Outside area (terrace and courtyard)

1. Standing receptions and seated dinners for up to 600-800 people are possible.
2. Advertisement and product presentations are not allowed.
3. Since Dan Flavin's light installation is a work of art by a contemporary artist, we ask that you respect the copyright. The light installation is not allowed to be photographed/filmed or alienated (e.g. by projecting logos, etc.).

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 Stiftung Preußischer Kulturbesitz (hereinafter SPK) and the directorate of the museum. In this case, all made agreements are subject to their approval.
3. Advertising and product presentations are only permitted in exceptional cases at closed, non-public events. Approval from the directorate of the museum is required for this. Advertising and product presentations may only take place during the event time and not in connection with artworks, after prior approval.
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 Hamburger Bahnhof 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. Until 7 days prior to the event, the host of the event is obliged to show Museum&Location 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 pm. This permission must be organised by the host of the event, itself and on his own expense.
9. 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 staff will be determined by the Security Department of the SPK and ordered by M&L from the security companies contractually bound to the SPK.

In addition, security and service staff contractually bound to the organiser may be deployed under the following conditions:

- The external security staff carry a valid "Dienstausweis" (company ID card) with them.
- The external security staff have valid "Bewacher-ID" (security guard ID).
- The use of additional subcontractors is permitted under the specified conditions.

The above conditions are monitored by the property security service of the SPK.

The following positions may be filled with external staff:

- Service staff for a mobile cloakroom if the in-house cloakroom is not used and the organisers bring their own furniture and cloakroom tokens.
- Service staff for accreditation and guiding guests in the event area
- Security staff in the outdoor area to secure the event area, as well as materials and structures

The security staff of the security company contracted by the SPK exercise unrestricted domiciliary rights, have sole authority over keys and are directly authorised to issue instructions to external security and service staff in all matters relating to property protection.

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 Hamburger Bahnhof can be supplied.
6. Guided tours of the collection are available in different languages (German/English/French). These 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 arrangement with M&L. In order to protect the works of art in the adjacent collections, music must not cause any disturbance in these areas (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 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 Hamburger Bahnhof (especially the "Historischer Übergang") 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.
4. The separately provided *Information Sheet on Technical Installations*, including the required installation certificate (**Errichterbescheinigung**), which must be submitted in writing to Museum & Location (M&L) after completion of the setup, forms an integral part of these event guidelines and is binding for all external service providers.
5. There is no special furniture available for events. The event organiser must therefore provide everything necessary. The restaurant seating can be used after consultation with the tenant. Podium and/or sound technology are not available.
6. Information and 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 electric cables etc. is only allowed when solvent-free and residue-free adhesive tape (so-called masking tape or painters' tape) is used.
10. Cable paths shall be constructed in such a way that no stumbling points arise in paths. It is also necessary to plan that at any intersections of doors (especially fire sections, entrances to escape staircases, etc.) there are couplings that can be separated by trained technicians in case of fire to prevent the passage of smoke.
11. 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.
12. 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.
13. The delivery to the Hamburger Bahnhof takes place via Invalidenstraße.
14. The Hamburger Bahnhof cannot provide parking places.

The Catering

1. The caterer may be allowed to cook in the Catering Room and in the Aktionsraum. Open fire or the use of a barbecue is not permitted. Floors and walls must be protected.
2. 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**

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