



JAMES-SIMON-GALERIE

Obligatory Event Guidelines

Information about the planning of events
in the James-Simon-Galerie | Museumsinsel

The Building

The James-Simon-Galerie - named after the important patron James Simon (1851-1932) - is the new **central entrance building and visitor centre for the Museumsinsel Berlin** (Museum Island). The design of David Chipperfield Architects preserves the UNESCO World Heritage and creates a contemporary museum complex at the same time.

So far, the James-Simon-Galerie provides direct access to the **Pergamonmuseum** und the **Neues Museum**. In a more distant future, upon completion of the Master Plan, the **Archäologische Promenade** will form a walkway connecting four museums from the Altes Museum to the Bode-Museum. In addition to its central service and infrastructure facilities, the James-Simon-Galerie accommodates a lecture auditorium and special exhibitions spaces.

Please find the current opening hours of the **James-Simon-Galerie** on the website:
www.smb.museum/en/museums-institutions/james-simon-galerie/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 James-Simon-Galerie is part of the Staatliche Museen zu Berlin (henceforth referred to as SMB).

The Address

Bodestraße, 10178 Berlin – Mitte

The Event Areas

Please note that **open fire** (including candles, tea light candles and fuel gel) **are not permitted** anywhere on the museum ground.

Foyer on the ground floor | Access via Neuer Hof

1. Size: effective area ca. 180 m².
2. Standing receptions with flying food for up to 200 people are possible.
3. Set constructions are possible when permission is granted.
4. Catering without colouring food and beverages is possible.

Auditorium (level 0.0) | Access via ground floor

1. Size: effective area ca. 320 m².
2. There are 234 permanently installed seats as well as a variable platform (ca. 50 m²). With additional rows of chairs up to 294 people can be placed in total.
3. Any additional furnishings have to be rented externally and provided by the event organiser / client.
4. Set constructions are possible when permission is granted.
5. Setup and event can take place during opening hours of the museum when permission is granted. Museum operations must not be impaired at any time.
6. Usage of the available conference technology is included in the user fee.
7. The available technology may only be operated by the technical staff of the museum who has to be paid for by fee.
8. Catering is not permitted.

Foyer on the first floor | Access via outside staircase

1. Size: effective area ca. 270 m² (including the gallery 350 m² in total).
2. Standing receptions with flying food for up to 300 people are possible.
3. Conference seating for up to 200 people is possible plus a platform.
4. Set constructions are possible when permission is granted.
5. Convection ovens are only permitted in the kitchen preparation room (on the first floor) and in the outside area.
6. Coffee machines are not permitted.
7. The minimum safety distance to works of art is 1.50 m.
8. Catering without colouring food and beverages is possible.

Restaurant with terrace

1. The restaurant with its terrace is leased. The tenant has the exclusive right to cater events in the leased area.
2. Size of the interior: effective area ca. 170 m². There are 92 seats in place.
3. On the restaurant's terrace there are 100 seats.
4. Standing receptions with flying food for up to 120 people are possible (in the interior).
5. Seated dinners are possible according to an individual seating concept. The furnishings in place can be used without charges. Alternatively, the furnishings can be removed at one's own expense and in consultation with the tenant.
6. Further set constructions are possible when permission is granted.

7. Generally, events can only take place outside opening hours of the James-Simon-Galerie and upon consultation with the tenant.
8. Delivery is usually only possible outside opening hours.
9. Convection ovens are only permitted in the kitchen preparation room (on the first floor).

Upper Colonnade (part of the terrace not leased)

1. Size: effective area ca. 150 m².
2. Standing receptions with flying food for up to 150 people are possible.
3. Seated dinners are possible according to an individual seating concept.
4. Set constructions are possible when permission is granted.
5. Convection ovens are permitted.
6. The area used for catering preparation must be provided with splash protection on walls and floors.

Neuer Hof

1. Size: effective area ca. 2,700 m².
2. Standing receptions with flying food for up to 1,500 people are possible.
3. Seated dinners are possible according to an individual seating concept.
4. Set constructions are possible when permission is granted.
5. Upon precise consultation, events are possible even during opening hours in parts of the courtyard. Delivery is only possible outside opening hours.
6. Convection ovens are permitted.
7. The area used for catering preparation must be provided with splash protection on walls and floors.
8. Catering without colouring food and beverages is possible.

Special exhibitions spaces in the basement

1. Size: effective area ca. 650 m².
2. Lecture events for up to 400 people are possible.
3. Seated dinners are possible according to an individual seating concept.
4. Standing receptions for up to 400 people are possible.
5. All set constructions are only possible upon consultation.
6. Events are subject to availability.
7. Catering without colouring food and beverages is possible.

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 building. 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 James-Simon-Galerie 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 James-Simon-Galerie can be supplied.
6. Guided tours of the collection are possible. These guided tours can be offered by employees or paid staff and are to be paid for by fees.
7. Musical performances are possible (classical strings, harp, etc.). 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 is only allowed in the foyer.
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 James-Simon-Galerie 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 (except in the auditorium and the restaurant with terrace). The event organiser must therefore provide everything necessary.
6. In the auditorium, the permanently installed seats, the platform, the sound technology and the four cubicles for interpreters can be used.
7. Information or communication technology (connection and/or devices) cannot be provided.
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. 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. 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 / client must install and dismantle all furniture and seating. In doing so, the minimum distance to works of art is 1.50 m 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 usage of so-called glass fins for clamping assemblies are prohibited in the James-Simon-Galerie.

13. The delivery takes place via Bodestraße.
14. The lift in the James-Simon-Galerie (near the outside staircase) can be used for delivery and passenger transport.
15. Parking places cannot be provided on the grounds of the SMB.

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 sets up a kitchen tent in the Neuer Hof, upon consultation and by keeping free the fire rescue path. The area used for catering preparation must be provided with splash protection on walls and floors. The kitchen tent is to be secured without ground anchors.
2. Convection ovens are only permitted in the kitchen preparation room (on the first floor). High voltage current is available in the restaurant and in the Neuer Hof.
3. Electricity and water may be provided on a conditional basis.
4. Any extra seating is subject to an individual seating concept and requires a carpet in the protection of the unvarnished muschelkalk floor. The carpet has to be booked separately and to be laid by a company contracted by SMB.

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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