



KULTURFORUM



Obligatory Event Guidelines

Information about the planning of
events at the Kulturforum

The Museum

The **ensemble of museums** at the Kulturforum (Cultural Forum) was built from 1985 until 1998. The complex includes the **Gemäldegalerie** with a collection of European painting of the 13th until the 18th century, the **Kunstabibliothek** as one of the oldest scientific libraries of art history research, the **Kunstgewerbemuseum** which shows European arts and crafts and design from the Middle Ages to the present day, and the **Kupferstichkabinett** with handmade and graphic manuscripts of the 14th until the 20th century.

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 Kulturforum on the website:

www.smb.museum/en/museums-institutions/kulturforum/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 Kulturforum is part of the Staatliche Museen zu Berlin (henceforth referred to as SMB).

The Address

Matthäikirchplatz, 10785 Berlin

The Event Areas

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

Central Entrance Hall

1. Size: effective area ca. 4,000 m² on two levels (entrance floor at the level of the Piazzetta, and lower floor)
2. Standing reception with buffet for up to 1,200 people is possible.
3. Dinner for up to 600 people is possible.
4. Set constructions are possible when permission is granted.
5. The usage of mobile phones in the Central Entrance Hall is permitted.
6. Furnishings, seats or podium cannot be provided.

Wandelhalle at the Gemäldegalerie (Special exhibition are, use is subject to availability)

1. Size: effective area up to 1,400 m² depending on current exhibition programme and architecture
2. Subject to individual approval, seated events (concerts, readings etc.) for up to 500 people are possible.
3. Food and drinks are not allowed.
4. Set constructions are prohibited.
5. The usage of mobile phones in the Wandelhalle and in the cabinets of the Gemäldegalerie is not permitted.

Piazzetta (outside area)

1. Size: effective area ca. 3,000 m²
2. Standing receptions for up to 1,200 people are possible; including the Central Entrance Hall events for up to 3,000 people in total are 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 museum. In this case, all made agreements are subject to their approval.
3. Advertising 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 Kulturforum and the property management/technical department/security departments, 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 M&L 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. As it is a museum complex, one of the four museums can be offered for your guests to visit. Feel free to choose the respective museum.
6. Information material of the Kulturforum (flyers / publications) can be supplied.
7. One of the directors of the local museums (or a representative) can greet your guests on the evening of the event with a few introductory sentences. This is optional and subject to the availability of the directors. There are no additional costs.

8. Guided tours of the collections at the Kulturforum 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.
9. 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).
10. Dressing rooms for artists or other additional rooms are not available.
11. Smoking is strictly prohibited in the whole building complex.
12. 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. All safety devices, escape routes and exits relevant to building law shall remain fully functional and shall not be restricted by additional installations.
3. The exhibition areas at Kulturforum 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. Information and communication technology (connection and/or devices) cannot be provided.
6. There is no special furniture available for events. Everything necessary must therefore be provided by the organiser. Seating, podium and/or sound equipment 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. Masking and fastening electric cables etc. are only allowed when solvent-free and residue-free adhesive tape (so-called masking tape or painters' tape) is used.
9. The organiser/customer 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.
10. The delivery to the Kulturforum takes place exclusively via the delivery entrance Stauffenbergstr. 43a (Gate Gemäldegalerie).

The Catering

1. The caterer is not permitted to cook or to use an open flame, barbecue grill or candles in the building complex.
2. Electricity, water and wastewater may be provided on a conditional basis.
3. Catering back areas, dispensing stations, as well as indoor and outdoor bar areas must be adequately provided with residue-free splash protection on walls and floors.
4. When using the lower outdoor areas (at the underground car park) for a catering tent within 5 m distance of the building facade, the organiser must provide a fire guard and fire extinguisher in the catering tent.

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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