



# MEK | MUSEUM EUROPÄISCHER KULTUREN



## Obligatory Event Guidelines

Information about the planning of events in the  
MEK | Museum Europäischer Kulturen

### The Museum

The Museum Europäischer Kulturen (Museum of European Cultures), **MEK** for short, is in the Dahlem district of Berlin. The monumental building in which the collection is presented was built between 1914 and 1923 according to plans by the architect **Bruno Paul**. In 2011, the old building was reopened after extensive renovation.

In 1999, the Museum Europäischer Kulturen emerged from the European Department of the Museum für Völkerkunde (Museum of Ethnology) and the Museum für Volkskunde (Museum of Folklore). The collection illustrates **everyday culture and living environments in Europe from the 18<sup>th</sup> century to the present day**. In doing so, references are often made between the historical collection and current themes.

Please find the current opening hours of the MEK on the website:

[www.smb.museum/en/museums-institutions/museum-fuer-europaeische-kulturen/plan-your-visit](http://www.smb.museum/en/museums-institutions/museum-fuer-europaeische-kulturen/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 MEK is part of the Staatliche Museen zu Berlin (henceforth referred to as SMB)

### The Address

Arnimallee 25, 14195 Berlin - Dahlem

## 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** in the whole building.

### Foyer Arnimallee

1. Size: effective area ca. 150 m<sup>2</sup>, plus gallery in total ca. 175 m<sup>2</sup>
2. Dinner for up to 60 people is possible using a protective carpet.
3. Standing reception with/without buffet for up to 100 people is possible serving only non-colouring food and drinks.
4. Smoking is strictly prohibited.

### Park Terrace (use only in summer period)

1. Dinner for up to 70 people is possible.

### Garden

1. Standing reception, garden party etc. for up to 800 people 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 museum. 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 directorate of the museum 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 MEK 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 the 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 guest.

## 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 MEK can be supplied.
6. In addition, the museum offers guided tours of the collection in different languages (German/English/French). 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 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 may be allowed in the foyer, whereas in the exhibition rooms mobile phones are not permitted.
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 MEK 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 be provided everything necessary.
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. 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.
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. 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. The delivery to the event areas in the Arnimallee takes place via the main entrance of the museum.
12. Delivery vehicles are not allowed to park on museum grounds, especially the fire rescue path.

## The Catering

1. The caterer is not permitted to cook or to use an open flame or barbecue grill in the museum. If necessary, the caterer has to set up a kitchen tent outside the museum.
2. Colouring drinks (red wine, coffee, etc.), greasy foods, and colouring and dusting materials (flowers/leaf green) may only be authorised in exceptional cases after approval by M&L and are subject to special precautions, e. g. carpets covered with moisture-proof foil.
3. For dinner events, a moisture-proof carpet must be laid out in principle. Standing receptions are only possible with light (non-colouring) food and drinks. The carpet to be laid must not be glued to the floor.
4. 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)

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