



NEUE NATIONALGALERIE



Obligatory Event Guidelines

Information about the planning of events
in the Neue Nationalgalerie

The Museum

Built in 1968 to plans by **Ludwig Mies van der Rohe**, the Neue Nationalgalerie now houses 20th-century European painting and sculpture from Classical Modernism to the art of the 1960s. Furthermore, the museum building is used as a special exhibition space, “Das MoMA in Berlin” (2004) being one of the most remembered exhibitions.

The building complex, including the surrounding outdoor terrace, is **listed as a historic monument**. 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 Neue Nationalgalerie on the website:
www.smb.museum/en/museums-institutions/neue-nationalgalerie/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 Neue Nationalgalerie is part of the Staatliche Museen zu Berlin (henceforth referred to as SMB) and one of the institutions of the National Gallery.

The Address

Potsdamer Straße 50, 10785 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.

Upper Foyer

1. Size: effective area ca. 703.6 m² (as far as to the stairhead / to the historical Mies van der Rohe cloakroom).
2. Unless there are exhibitions in this area,
 - a. standing receptions for up to 400 people are possible and
 - b. seated dinners for up to 200 people are possible.

Lower Foyer

1. Size: effective area ca. 450 m².
2. Unless there are exhibitions in this area,
 - a. standing receptions for up to 200 people are possible and
 - b. seated dinners for up to 100 people are possible.

Surrounding Terrace

1. Size: effective area ca. 2,200 m².
2. Independent of the exhibitions inside the museum,
 - a. standing receptions for up to 3,500 people are possible and
 - b. seated dinners for up to 1,000 people are possible.

Sculpture Garden

1. Provided that the current exhibition architecture and sculpture presentation allow for events, standing receptions with up to 450 guests are permitted.
2. To protect the artworks on display, no brightly coloured, greasy or dripping foods and drinks are permitted.
3. A safety distance of 1.5 metres must be maintained from all artworks and the surrounding architecture.
4. Any food and beverage stations must be equipped with splash protection on walls and floors.
5. The window front in the immediate vicinity of the ramp and the adjacent gate access must be kept permanently clear and excluded from any use as a setup, storage or back-of-house area.

Upper special exhibition Hall

1. Only after prior inquiry and subject to availability and actual exhibition architecture
2. Size: effective area ca. 1,700 m².
3. Unless there are exhibitions in this area,
 - a. standing receptions for up to 600 people are possible and
 - b. seated dinners for up to 500 people are possible.

The Planning

1. The date of the event can only be confirmed after the museum executives have given their confirmation. Events can take place on the closure day of the museum (Monday). Events on other days are only possible on rare occasions and with prior agreement.
2. Any accompanying programme (which goes beyond a pure dinner/reception situation) requires individual approval by the Museum&Location Veranstaltungsgesellschaft der Staatlichen Museen zu Berlin mbH (hereinafter M&L) and the Neue Nationalgalerie. We reserve the right of veto if the planned programme conflicts with the content of the museum (for example, no concerts, dance performances, award ceremonies, design-related events, etc. are permitted).
3. 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.
4. Advertising and product presentations are not permitted.
5. A prerequisite for holding an event is a final inspection with the organiser/client, the caterer, M&L and the representatives of the Neue Nationalgalerie and the property management/technical department/security department, as well as a timely conclusion of a contract (latest 10 days before the event).
6. 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.
7. 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.
8. 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.
9. 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.
10. 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. The event as well as the set-up and dismantling can only take place if, according to the selected usage variant, enough security guards under the management of a security service provider and fire safety guards in accordance with the fire safety regulations and the fire protection certificate for event use are present.
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. 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.
6. Information material of the Neue Nationalgalerie can be supplied.
7. 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.
8. 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).
9. Dressing rooms for artists or other additional rooms are not available.
10. Smoking is strictly prohibited in the whole building.
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.
12. VG Bild-Kunst represents the copyright holders of the architecture of the Neue Nationalgalerie. For all photos and films taken in and around the Neue Nationalgalerie during your event, you must therefore clarify bilaterally with VG Bild-Kunst whether any additional fees may apply for the use of the motifs. The same applies to all works of art by artists who are still alive or who died only a few decades ago (copyright protection lasts for 70 years after death). Please contact the colleagues at VG Bild-Kunst at reproduktionsrechte@bildkunst.de to determine the fees and arrange for bilateral settlement.

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 Neue Nationalgalerie 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. 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.
6. There is no special furniture available for events. The event organiser must therefore provide everything necessary. Seating, podium and/or sound technology are not available.
7. Information and 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 electric cables etc. are 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. Delivery for the interior - also by the caterer - takes place via the guard of the Neue Nationalgalerie (access via Reichpietschufer or Sigismundstraße). Deliveries to the outdoor terrace take place via the ramp (Potsdamer Straße / Reichpietschufer) and via the stairs at Sigismund Straße. The protection of the mosaic patch in the outdoor area must be considered during delivery. It is not suitable for use with vehicles.

The Catering

1. The caterer is not permitted to cook in the museum or to use an open flame, barbecue grill, fuel paste or candles.
2. In the (upper and lower) foyer areas there is no restriction on the choice of food and beverages. The prerequisite for this is the obligatory provision of a "sweep team" by the caterer, which removes possible stains within 30 seconds. Any special cleaning of the surfaces necessary after the event will be ordered by M&L at the expense of the organiser.
3. Buffets are not allowed.
4. Electricity and water may be provided on a conditional basis.
5. Only black catering and back-of-house tents are permitted on the surrounding terrace of the Neue Nationalgalerie.

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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