



Staatliche Museen zu Berlin
Preußischer Kulturbesitz



Pergamonmuseum. Das Panorama



Obligatory Event Guidelines

Information about the planning of events
in the „Pergamonmuseum. Das Panorama“

The Museum

The temporary exhibition building “Pergamonmuseum. Das Panorama” presents the exhibition project “PERGAMON. Masterpieces from the Ancient Metropolis with a **360°-Panorama by Yadegar Asisi**”. In addition to the panorama showing the city of Pergamon around 129 A. D., which has been completely revised by Asisi after its first success 2011, the **Antikensammlung** presents 80 of its most important works from the ancient city of Pergamon, like a piece of the **Telephos frieze from the Pergamon Altar**, the colossal head of Herakles (the so-called Beautiful Head) and the **Athena with cross-strapped aegis**.

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 Pergamonmuseum. Das Panorama on the website:

www.smb.museum/en/museums-institutions/pergamonmuseum-das-panorama/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 Pergamonmuseum. Das Panorama is part of the Staatliche Museen zu Berlin (henceforth referred to as SMB).

The Address

Am Kupfergraben 2, 10117 Berlin – Mitte

The Event Areas

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

Foyer on the ground floor

1. Size: effective area ca. 140 m²
2. Standing reception with flying food for up to 100 people is possible.
3. Setups are only possible upon consultation.
4. Setups and events can only take place outside the museum's opening hours.

Café on the first floor

1. Size: effective area ca. 270 m²
2. Standing reception with flying food for up to 100 people is possible.
3. Using the furniture of the café, dinner for up to 80 people is possible.
4. Setups are only possible upon consultation.
5. Events can only take place outside the museum's opening hours.
6. Deliveries are only possible after the opening hours.
7. Convection ovens are allowed in the kitchen preparation room (first floor).
8. Coffee machines are allowed.

Panorama-Room

1. Size: total area ca. 770 m², effective area ca. 600 m²
2. Standing reception with cold finger food and non-colouring drinks for up to 500 people is possible.
3. Dinners and buffets are not permitted.
4. Upon consultation, setups (e. g., stages and beverage stations) near the tower and in view direction to the tower are possible.
5. Events can take place here outside the opening hours.
6. Deliveries are only possible outside opening hours.
7. The deliveries take place exclusively via the exterior door, there is no possibility for the catering to be delivered via the exhibition areas.
8. It is not permitted to take any food or beverages into the exhibition areas of the Antikensammlung.
9. Musical performances of any kind are not permitted.

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 Directorate-General of the SMB. 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 Antikensammlung 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. 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 and sanitary staff will be determined by the SMB. The order of the security and cleaning staff is made directly by M&L at the security and cleaning companies contracted by SMB.
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 „Pergamonmuseum. Das Panorama“(flyer/publications) 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.) except for the Panorama-Room. 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 360°-panorama by Yadegar Asisi is a work of art. The art installation is composed of picture, musical backdrop, and illumination. Any alteration of or effect on the artwork, or the manipulation of one of its components is not permitted.

4. The exhibition areas at the “Pergamonmuseum. Das Panorama” 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.
5. 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.
6. There is no special furniture available for events. The event organiser must therefore provide everything necessary.
7. Furnishings, seats, podium, and sound technology are not available.
8. Information or communication technology (connection and/or devices) cannot be provided.
9. 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).
10. 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.
11. 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.
12. In the Panorama-Room (stand) tables may only be placed within a 5 m-radius to the tower, the minimum distance to the Panorama is 3 m.
13. 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.
14. The delivery takes place via Straße Am Kupfergraben or via the staff entrance (Geschwister-Scholl-Straße).
15. The lift in the “Pergamonmuseum. Das Panorama” (near the main entrance) can be used for delivery of material to the first floor. Passenger transport is not permitted.
16. 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 near the entrance of the museum, upon consultation and by keeping free the fire rescue path.
2. In the Panorama-Room cold finger food and non-colouring drinks are permitted. The service area for the offering of food and drinks (serving counter and dish return) must be set up near the tower.
3. Convection ovens are allowed in the kitchen preparation room. High voltage current is available in the adjacent Café area.
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:

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