



## SAMMLUNG SCHARF-GERSTENBERG



### Obligatory Event Guidelines

Information about planning of events  
in the Sammlung Scharf-Gerstenberg

#### The Museum

Opposite to the Charlottenburg Palace, the royal guardhouses designed by **Friedrich August Stüler** were built between 1851 and 1859. The Sammlung Scharf-Gerstenberg is located in the eastern of the so-called Stüler buildings and the adjacent royal stables. The collection focuses on **surrealism**. Under the title “Surreal Worlds”, paintings, sculptures and works on paper are presented. Larger groups of works are shown especially by René Magritte, Max Ernst and Hans Bellmer, but also by Wols and Paul Klee.

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 Sammlung Scharf-Gerstenberg on the website:

[www.smb.museum/en/museums-institutions/sammlung-scharf-gerstenberg/plan-your-visit](http://www.smb.museum/en/museums-institutions/sammlung-scharf-gerstenberg/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 Sammlung Scharf-Gerstenberg is part of the Staatliche Museen zu Berlin (henceforth referred to as SMB) and one of the institutions of the National Gallery.

#### The Address

Schloßstraße 70, 14059 Berlin - Charlottenburg

## The Event Areas

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

### Foyer and Sahuré Hall

1. Size: effective area ca. 570 m<sup>2</sup>
2. Standing reception in the foyer for up to 60 people is possible, depending on the extent of catering.
3. Seated lecture event without catering in the Sahuré Hall for up to 50 people is possible. Chairs can be supplied.
4. Using both rooms, events for up to 60 people are possible.
5. The use of the foyer and the Sahuré Hall is only possible **outside of opening hours** and subject to individual availability and **according to the current exhibition architecture**.
6. Chairs, tables and other furniture including musical instruments brought into the Sahuré Hall must be fitted with felt padding to protect the sensitive 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.

### Remise

1. Size: effective area ca. 230 m<sup>2</sup>
2. Standing reception for up to 200 people is possible, depending on the extent of catering.
3. Depending on character and setup, dinner for up to 150 people is possible.
4. Seated lecture event for up to 180 people is possible. Technical equipment is not available.
5. The seating must have a minimum distance to all walls of 0.9 m.
6. To protect the roof construction, no additional material (lighting fixture, loudspeaker, decoration, etc.) can be installed at the ceiling rail and the ceiling.
7. As the Remise is not part of the visitor area, events as well as setup and dismantling are also possible during opening hours of the museum.

### Courtyard

1. Size: effective area ca. 800 m<sup>2</sup>
2. Standing receptions as well as seated events for up to 400 people are possible.
3. Noise-intensive setup works outside opening hours of the museum are only possible until 10 pm.
4. Due to nearby residence, vocally intensive events are not possible after 10 pm. The Remise can also be used later on.
5. The fire rescue path must be kept free permanently.

**The exhibition areas of the museum are not available for events.**

## 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, and they may only be shown in the Remise or in the courtyard.
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 Sammlung Scharf-Gerstenberg 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 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.
10. When the collection is mentioned on the invitation card or the like, make sure to use its complete name „Sammlung Scharf-Gerstenberg, Nationalgalerie, Staatliche Museen zu Berlin“.
11. There is no permanent cloakroom in the museum, only lockers.

## 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 Sammlung Scharf-Gerstenberg (flyer) can be supplied.
6. A special opening of the exhibition rooms of the Sammlung Scharf-Gerstenberg during the event is possible. In addition, the museum offers guided tours of the collection, in order to give an event a closer connection to the museum and the historical building. 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 agreement with M&L.
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 not allowed in the exhibition rooms.
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. Set-up and dismantling of the furnishings can only take place outside opening hours of the museum (except in the Remise and in the courtyard).
3. The exhibition areas at the Sammlung Scharf-Gerstenberg 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 provide everything necessary.
6. Information or 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.

9. 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. Cable paths shall be constructed in such a way that no stumbling points arise in paths. It is also necessary to plan that at any intersections of doors (especially fire sections, entrances to escape staircases, etc.) there are couplings that can be separated by trained technicians in case of fire to prevent the passage of smoke.
11. 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.
12. 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.
13. The delivery to the courtyard takes place via Nithackstraße and Spandauer Damm. For delivery via Spandauer Damm, on the entire way through the entrance and the Remise to the courtyard, the ground must be protected by adequate boards. The access via Schloßstraße up to the gate to the courtyard is permitted likewise. Vehicles must not be used in the courtyard itself. The fire rescue path must not be blocked.
14. The Sammlung Scharf-Gerstenberg cannot provide parking places.

## **The Catering**

1. The caterer is not permitted to cook or to use an open flame, fuel paste or barbecue grill inside the building. If necessary, the caterer sets up a kitchen tent in the courtyard. A small kitchen room beside the Remise is available. In this kitchen room, convection ovens and food warmers may be used. However, the usage of such equipment must be announced to the security department of the SMB before the event setup, e.g. in the schedule of the event.
2. Power connections (until maximum 63 ampere 3-phase current) and water may be provided on a conditional basis, depending on the chosen event area.

## **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)

Effective August 2025