



# FRIEDRICHSWERDERSCHE KIRCHE



## Obligatory Event Guidelines

Information about planning of events  
in the Friedrichswerdersche Kirche | Werderscher Markt

### The Museum

The Friedrichswerdersche Kirche (Friedrichswerder Church), constructed from 1824 to 1830, is an affiliate department of the Alte Nationalgalerie. In its nave and on the gallery works of classical large and small sculpture are exhibited, among others an original plaster cast of Johann Gottfried Schadow's double sculpted portrait of the "Crown Princess Luise of Prussia and her Sister Princess Friederike of Mecklenburg-Strelitz".

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.

The Friedrichswerdersche Kirche is open to the public Tuesday to Sunday from 10 am until 6 pm. Events can only be prepared and set up after the closing time of the museum. The disassembly or the removal of foreign objects must take place in the same night.

The Friedrichswerdersche Kirche is part of the Staatliche Museen zu Berlin (henceforth referred to as SMB) and one of the institutions of the National Gallery.

### The Address

Werderscher Markt, 10117 Berlin

## 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 anywhere in the building.

### The Nave

1. The size of the effective area depends on the arrangement of the exhibited art works and amount to maximum 800 m<sup>2</sup>, minus the safety distance (min. 1.50 m) to the permanent installed sculptures.
2. Dinner for up to 88 people and standing receptions for up to 100 people are possible at the moment. For events with catering the delicate floor must be covered by a carpet.
3. Seated lecture events (row seating) without food and beverages are possible, depending on character and setup, with an individual seating plan.
4. The use of the nave as well as the set-up and dismantling are only possible before or after the official opening hours.
5. 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. Cable sheathing is needed for black cables.
6. Additional lighting in the church is only permitted in a shade of gold, amber or yellow.

## 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 museum 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. Information material of the Friedrichswerdersche Kirche (flyer) can be supplied.
4. In addition, the museum offers guided tours of the collection and the building, in order to give an event a closer connection to the museum. These guided tours can be offered by employees or paid staff and are to be paid for by fees.
5. Musical performances and the like are possible by agreement with M&L. Adequate to the dignity of the museum classical music is recommended. In order to protect the works of art, music must not cause any disturbance (e.g. bass, percussion, electronic music).
6. Dressing rooms for artists or other additional rooms are not available.
7. Smoking is strictly prohibited in the whole building.
8. The usage of mobile phones may be allowed only outside the building.
9. 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. The exhibition areas at the Friedrichswerdersche Kirche 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.
3. 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. In the periphery of collection objects only cold light may be used.
4. There is no special furniture available for events. The event organiser must therefore provide everything necessary. Seats, podium and/or sound technology cannot be placed at the disposal.
5. 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.
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. 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.
9. 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.
10. Electric cables, foils etc. may not be affixed directly on the floor. An exception is the usage of solvent-free and residue-free adhesive tape (so-called masking tape or painters' tape). Cable sheathing is needed for black cables.

11. If furnishings or equipment are wheeled through the nave, the floor has to be protected by adequate boards.
12. The delivery for the Friedrichswerdersche Kirche can only take place upon consultation. Delivery vehicles may only be on the museum area for loading and unloading, otherwise they must be parked on the street.
13. The delivery can take place through the side door on Niederlagstraße. Necessary to that end is an arrangement with the supervisory staff because only in-house staff can unlock this side door. As entrance and exit the main entrance on Werderstraße may be used, there is a doorbell.
14. The position of the exhibited sculptures may not be altered. The works of art must not be touched.

## The Catering

1. The caterer is not permitted to cook or to use an open flame or barbecue grill in the museum. Candles, fuel gel or the like are also not permitted.  
As it is not allowed to cook and/or prepare food in the museum, it may possibly be necessary to set up a catering tent outdoors. Since there is no museum-owned outside area, the usage of the exteriors is a special use of a public road and must be applied for at the borough office by the event organiser/client at his own expense.
2. Food and beverages may only be offered and consumed in the agreed upon areas (nave) and may not be taken along in other rooms or on the gallery.
3. Colouring drinks (red wine, etc.), greasy food and colouring/dusty materials (flowers/leaf green) are generally not allowed. Only in exceptional cases, M&L can grant exemption if the organiser/client complies with special precautions such as the laying of a carpet underlaid with moisture-impermeable foil.
4. In the nave moisture-impermeable carpet must generally be laid if food and beverages are served. The carpet may not be affixed directly on the floor.
5. The organiser/client has to book the laying of the protective carpet by a company contracted by SMB. M&L gladly provides the contact details. It is requested to choose a carpet in a shade of grey that resembles the marble floor.
6. Buffets are not permitted in the church building.
7. 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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