



HAMBURGER BAHNHOF – Nationalgalerie der Gegenwart



Obligatory Event Guidelines

Information about the planning of events in the
Hamburger Bahnhof – Nationalgalerie der Gegenwart

The Museum

The Museum of Modern Art was opened in the Hamburger Bahnhof in 1996. This construction was built in 1846/47 which was a former train station of the line from Hamburg to Berlin. The art of the 1960s up to contemporary art is exposed here since 1996.

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 Hamburger Bahnhof – museum of contemporary art is open to the public Tuesday to Friday from 10am until 6pm, Saturday and Sunday from 11 am until 6 pm, Thursday from 10 am until 8 pm.

The Hamburger Bahnhof - museum of contemporary art - Berlin is part of the Staatliche Museen zu Berlin (henceforth referred to as SMB) and one of the institutions of the National Gallery.

The Address

Invalidenstr. 50 - 51, 10557 Berlin - Tiergarten

The Event Areas

Please note that cooking, barbecue, and open fire (including candles, tea light candles and fuel paste) are not permitted in the whole building and absolute smoking ban prevails.

Central Entrance Room/Foyer

1. Size: ca. 206 m², effective area ca. 120m²
2. Standing reception for max. 120 people is possible.
3. Advertisement and product presentations are not allowed.
4. Due to the unsealed floor, no colourful drinks such as red wine, cocktails, juices or greasy and colouring foods (e. g. soy sauce) may be served. Colouring and dusting materials (flowers/leaf green) are not permitted.
5. The cash counter can be used as beverage service or bar, according to the arrangement with Museum&Location GmbH.

Historischer Übergang

1. Size: effective area ca. 80m²
2. Standing reception for max. 80 people is possible, seated dinner are not permitted
3. Advertisement and product presentations are not allowed.
4. Due to the unsealed floor, no colourful drinks such as red wine, cocktails, juices or greasy and colouring foods (e. g. soy sauce) may be served. Colouring and dusting materials (flowers/leaf green) are not permitted.
5. The minimum distance to the light Installation of Dan Flavin has to be 1.50m (true for furniture, technical equipment and light fitting).
6. Due to the fact that Dan Flavin is a contemporary artist we kindly ask you to respect the copyright. It's not allowed to take pictures or movies of the light installation.
7. Only cold light (flashes and lightning) is permitted.

Restaurant

1. Size: approx. 270 m².
2. Standing reception for max. 200 people is possible.
3. Set dinner for max. 120 people is possible.
4. Advertisement and product presentations are allowed after agreement.

Aktionsraum

1. Size: ca. 360m².
2. Standing reception for max. 300 people is possible.
3. Sit-down-events (readings, ceremonial acts) and dinners for max. 250 people are possible.
4. Advertisement and product presentations are allowed after agreement.
5. Set-up and events are also possible during opening hours as this area is not open to the public.

Catering area (with storage room in the basement)

1. Size: approx. 70 m² (storage room approx. 20 m²)
2. Usable as a catering back area (kitchen) or as an entrance area to the Event Room. If used as an entrance area for the guests, a portable registration desk and/or portable wardrobe can be set-up.
3. Floor and walls need to be protected by a liquid-impermeable material when used as catering back area.

4. Convection ovens are allowed
5. No open fire and/or grill/BBQ allowed.
6. Keeping warm or heating up food/drinks is only permitted with electrical equipment.
7. The storage room can also be used as an artists' dressing room or something similar. This room is not lockable.
8. Set-up and events are also possible during opening hours as this area is not open to the public.

Outside area (terrace and courtyard)

1. Standing receptions and seated dinners for max. 600-800 people are possible.
2. Advertisement and product presentations are not allowed.
3. Since Dan Flavin's light installation is a work of art by a contemporary artist, we ask that you respect the copyright. The light installation is not allowed to be photographed / filmed or alienated (e.g. by projecting logos, etc.).

The Planning

1. The date of the event might only be confirmed, after the museum executives have given their confirmation.
2. Events with political background and content are subject to the approval of the Directorate-General of the SMB. In this case, all made agreements are subject to their approval.
3. Advertising and product presentations are only permitted in exceptional cases at closed, non-public events. Approval from the SMB 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 organizer / client, the caterer, the Museum & Location Veranstaltungsgesellschaft der Staatliche Museen zu Berlin mbH (hereinafter M&L) and the representatives of the Hamburger Bahnhof and the property management / technical department / security departments 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 organizer must prove an organizer's liability insurance to M&L no later than one day before the event is set up. The organizer is fully liable for damages of any kind. If the organizer'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 10.00 pm. This permission must be organized 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 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 organizer is obliged to book sanitary services for the entire duration of the event. This booking must be made by the organizer 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 organizer bears all costs for the acceptance of the planned seating, the verification of the B1-certificates of all set-up as well as the approval of the event by a fire protection officer on the implementation date.
5. Information material of the Hamburger Bahnhof can be supplied.
6. 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.
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. Smoking is strictly prohibited in the whole building.
9. The usage of mobile phones is not allowed in the exhibition rooms.

The Set-up and Dismantling

1. Set constructions are only possible when permission is granted and in restricted dimension.
2. The exhibition areas at Hamburger Bahnhof (especially the “Historischer Übergang”) are subject to special requirements, which are pointed out by the museum’s representatives during their 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.
4. There is no special furniture available for events. Everything necessary must therefore be provided by the event organizer. The restaurant seating can be used after consultation with the tenant. Podium and/or sound technology are not available.
5. Information and communication technology (connection and/or devices) cannot be provided.
6. 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).
7. 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. Electrical cables, etc. may only be fastened with solvent-free tape (so-called masking tape or painters’ tape).
8. Masking electric cables etc. is only allowed when solvent-free and residue-free adhesive tape is used.
9. 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 which can be separated by trained technicians in case of fire to prevent the passage of smoke.

10. Installation and dismantling of furniture and seating must be done by the organizer / customer. The minimum distance to works of art is 1. 50 m for chairs, technical equipment and lighting fixtures.
11. 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.
12. The delivery to the Hamburger Bahnhof takes place via Invalidenstraße.
13. The Hamburger Bahnhof cannot provide parking places.

The Catering

1. The caterer may be allowed to cook in the catering room and in the Great Hall. Open fire or the use of a barbecue is not permitted. Floors and walls must be protected.
2. 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, if necessary tour guides, fire protection inspection and technical staff. The prices are exclusive of 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.

The corresponding lease agreement is drawn up by Museum&Location GmbH.

Museum&Location GmbH and the Staatliche Museen zu Berlin reserve the right to change the above regulations.

We gladly recommend companies for catering, event techniques 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

www.museum-location.de

Effective November 2022