



# MUSEUM FÜR FOTOGRAFIE



## Obligatory Event Guidelines

Information about planning of events  
in the Museum für Fotografie

### The Museum

The building opposite the Zoologischer Garten station was built between 1908 and 1909. It originally served as a casino for the Prussian officer corps of the Berlin Landwehr division. After a number of conversions and a period of use as a theatre, the building was partly destroyed in the Second World War and housed several museums after its reconstruction.

Since June 2004, united to the Museum für Fotografie (Museum of Photography), the Kunstbibliothek's Collection of Photography and the Helmut Newton Foundation present varying exhibitions here. While the latter concentrates on the life and work of Helmut Newton, the Kunstbibliothek shows all kinds of photography ranging from the 19<sup>th</sup> to the 21<sup>st</sup> century.

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 Museum für Fotografie is open to the public Tuesday to Sunday from 11 am until 7 pm and Thursday from 11 am until 8 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 Museum für Fotografie is part of the Staatliche Museen zu Berlin (henceforth referred to as SMB).

### The Address

Jebensstr. 2, 10623 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.

### Entrance Foyer

1. Size: effective area ca. 200 m<sup>2</sup> on the ground floor, the staircase and the upper foyer could be added
2. Standing reception with/without buffet for up to 100 people is possible when only non-colouring food and beverages are served.
3. The taking along of food and beverages on the stairs and to the first floor is not permitted.

### Fürstensaal on the second floor

1. Size: effective area ca. 110 m<sup>2</sup>
2. Standing reception for up to 100 people is possible when only non-colouring food and beverages are served.
3. Dinner for up to 60 people is possible when the floor is protected by a carpet.
4. Seated event (e.g. lecture/conference) for up to 100 people is possible.
5. As the Fürstensaal is not part of the visitor area, events are possible during opening hours of the museum.
6. The taking along of food and beverages into the hallway is not permitted.
7. Opposite the Fürstensaal is a small room which can be used by the caterer upon consultation. However, it is not allowed to cook there or to use convection ovens or the like. Food warmers can be used with prior agreement.
8. Wednesdays the Fürstensaal is principally not available for events.
9. It is possible to black out the room with the window shades, and there is dimmable lighting.
10. Candles / tea light candles are not permitted.

### Kaisersaal on the second floor

Due to the exhibitions taking place there, the Kaisersaal is available for events only on a few days throughout the year after consultation with the museum.

## 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. 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 organiser/client, the caterer, the Museum&Location Veranstaltungsgesellschaft der Staatlichen Museen zu Berlin mbH (hereinafter M&L) and the representatives of the Museum für Fotografie 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. Information material of the Museum für Fotografie (flyer) can be supplied.
5. 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.
6. 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).
7. Dressing rooms for artists or other additional rooms are possibly available upon consultation.
8. Smoking is strictly prohibited in the whole building.
9. The usage of mobile phones is not allowed in the exhibition rooms.
10. 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 exhibition areas at the Museum für Fotografie 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. 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.
9. 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.
10. 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.
11. The delivery to the event areas has to take place in consultation with M&L.
12. Parking on the museum grounds is not possible, especially not on the fire rescue path.

## 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 has to set up a kitchen tent outside the museum.
2. Colouring drinks (wine, coffee, juice etc.), greasy food, and colouring and dusty materials (flowers/leaf green) can only be permitted in exceptional cases provided that the floor is covered by a carpet and clamminess impermeable foil, and M&L consents.
3. For a dinner the floor must be generally covered by a carpet and clamminess impermeable foil. Standing receptions are only possible with non-colouring food and beverages. The carpet must not be glued to the floor.
4. Food and beverages may only be served and consumed in the rooms appointed for this purpose. It is not allowed to take food or beverages to the other rooms.
5. Electricity and water may be provided on a conditional basis.
6. Additional rooms for the caterer are available.

## 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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