



# NEUES MUSEUM



## Obligatory Event Guidelines

Information about the planning of events  
in the Neues Museum | Museumsinsel

### The Museum

The Neues Museum, built in the 19<sup>th</sup> century by German architect Friedrich August Stüler in the late classicism style, was severely damaged during World War II. In October 2009, the museum opened its doors again after the British architect David Chipperfield had elaborately restored and recreated the building. He kept the remaining historical elements in their original beauty while the newly built parts remind its contemplators of the lost chapters without imitating them.

The building now provides a new home for the collection of Egyptian art from the Ägyptisches Museum und Papyrussammlung, for the prehistoric objects from the Museum für Vor- und Frühgeschichte, and for some classical antiquities from the Antikensammlung. For example, you can visit the mystic Berlin Gold Hat, and the world-famous bust of Nefertiti.

Since 1999, the Neues Museum situated on the Museumsinsel Berlin (Museum Island) belongs to the World Cultural Heritage of the UNESCO. 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 Neues Museum is open to the public Tuesday to Sunday from 10 am until 6 pm, Thursdays 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 Neues Museum is part of the Staatliche Museen zu Berlin (henceforth referred to as SMB).

### The Address

Bodestraße 1-3 (Am Kupfergraben), 10178 Berlin - Mitte

## 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 inside the museum.

### Main entrance hall / foyer

1. Size: effective area ca. 140 m<sup>2</sup>
2. Standing receptions for up to 100 people are possible. Only light-coloured beverages and non-greasy food are permitted.
3. No carpet needs to be laid, when only light-coloured beverages and non-greasy food is served.

### Basement foyer

1. Size: effective area ca. 200 m<sup>2</sup>
2. Standing receptions for up to 150 people are possible. Only light-coloured beverages and non-greasy food are permitted.

### Greek yard (Griechischer Hof)

1. Size: effective area ca. 250 m<sup>2</sup> depending on the exhibition architecture
2. Seated events (row seating) for up to 150 people are possible upon individual approval. Food and beverages are not permitted.
3. There are works of art in the middle of the room and along the walls which have to be roped off (distance to the works of art: at least 1.50 m).
4. Electrical connection can be provided. Data network is accessible to some extent.

### Great stair hall (Große Freitreppe) / foyer on the first floor

1. Size: effective area ca. 100 m<sup>2</sup>
2. Standing receptions and speeches for up to 80 people are possible.
3. Dinners for up to 50 people are possible.
4. The setup of so called "valet stands" are possible upon consultation. On these tables only fully prepared small plates with cold food may be provided.
5. Because of the delicate floor, you are generally obliged to put a carpet on the floor when a dinner takes place. Underneath the carpet an impermeable foil has to be added. The carpet should be in a decent colour and must not be taped on the floor. For receptions with non-colouring/non-greasy food/drinks no carpet is necessary.
6. The carpet laying needs to be done by one of the approved companies of the SMB. Museum&Location GmbH is happy to give contacts.
7. No catering and no furniture is allowed on the delicate mosaic floor between the pillars and the window front. This also applies for the mosaic area in front of the large door on the other side.

### Café

1. The café is furnished by its tenant BMB Solutions (Allegretto).
2. Standing receptions for up to 30 people are possible.
3. Dinners for up to 30 people are possible.

### Colonnade yard (Kolonnadenhof)

1. Size: effective area ca. 2,000 m<sup>2</sup>
2. Standing receptions for up to 1,000 people are possible.
3. The separate event guidelines for the colonnade yard apply.

### **The Planning**

1. The date of the event can only be confirmed after the museum executives have given their affirmation.
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 prohibited. Speaker's desks must be without a logo.
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 Neues Museum and the property management / technical department / security department, as well as 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's set-up.
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. Sanitary personnel is obligatory for events with 50 or more guests outside opening hours. The event organiser bears the costs.
6. Information material and leaflets of the Neues Museum can be supplied.
7. 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.
8. 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).
9. Dressing rooms for artists or other additional rooms are not available. The downstairs cloakroom for groups can be used in exceptional cases, e. g. as dressing room for artists.
10. Smoking is strictly prohibited in the whole building.
11. The usage of mobile phones is only allowed outside the exhibition rooms.
12. 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. Additional lighting is allowed only in gold, amber and yellow tones.
3. The exhibition areas at the Neues Museum 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. Near art pieces only cold light can be used.
5. There is no special furniture available for events. The event organiser must therefore provide everything necessary.
6. Information or communications technology (connections and/or devices) cannot be provided.
7. B1-certificates must be shown for all installations (prints, rear walls, floor covering, stage, presentation displays, etc.). Excluded from this is only mobile furniture (stand tables, chairs, tables, lounge furniture).
8. To protect the delicate museum floors in areas without carpets, chairs, tables and other furniture including musical instruments, which have been brought into the museum, must be fitted with felt padding. 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. Otherwise, power cables, slides, etc. could not be placed directly on the ground. Black cables must be wrapped.
9. The organiser / customer must install and dismantle all furniture and seating (if not provided by the museum). In doing so, the minimum distance to works of art is 1.50m for chairs, technical equipment, and lighting fixtures.
10. Attention is drawn to the sensitivity of all surfaces including balustrades and floors. Special charges are subject to a vote. The same applies for lighting installations, lighting at photo appointments, etc.
11. A set-up on the balustrades must be approved by SMB/M&L and requires molleton or felt underlay.
12. The delivery to the Neues Museum takes place after appointment only. Delivery vehicles/cars may be used on the museum grounds only for loading and unloading, and need to be parked on the streets.

13. Furniture and technical equipment (light / audio engineering) may be delivered to the museum outside the opening hours on the date of the event. The delivery takes place via an entrance that must be defined by M&L and SMB. Escape routes must not be blocked at any time.
14. There is no storage area available in the Neues Museum.

## **The Catering**

1. The caterer is not permitted to cook or to use an open flame (including candles, tea light candles), fuel paste or barbecue grill.
2. If necessary, the caterer has to set up a kitchen tent in the colonnade yard. The catering tent must be positioned at a minimum distance of 1.50 m to all art works (e. g. The Amazon).
3. Inside the building, the place of the information steles (on the right hand of the entrance) may be used as a catering back area (size: approx. 45 m<sup>2</sup>). The walls, the floor and the information steles must be protected by using plastic foil or similar material. In this area, the preparation or arrangement of the catering is permitted only with cold food and beverages. The use of heated trolleys or similar equipment is not allowed. All your equipment (tables, foil, etc.) must consist of non-combustible material.
4. In the event area, the laying of a carpet with impermeable foil is partially required. The carpet should not be taped onto the floor.
5. Colouring drinks (wine, etc.), greasy food and colouring materials (flowers/leaf green) are generally not allowed, and can only be permitted in exceptional cases after approval by M&L and with special precautions, i.e. the laying of a carpet accompanied by clamminess impermeably foil.
6. Buffets are not allowed in any part of the museum.
7. Food and drinks may only be offered and served in the designated spaces. Food and drinks must not be taken into other rooms of the museum.
8. 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 techniques and equipment.

We are happy to provide any further information:

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