



# SCHLOSS KÖPENICK



## Obligatory Event Guidelines

Information about the planning of  
events in the Schloss Köpenick

### The Museum

Constructed between 1677 and 1690 as residence for the Hohenzollern prince-electors Friedrich, Schloss Köpenick (Köpenick Palace) is the principal Baroque palace of its time in the Margraviate of Brandenburg. Since 1963, it houses part of the collection of the Kunstgewerbemuseum (Museum of Decorative Arts). Complementing the museum at the Kulturforum, the permanent exhibition "RoomArt" in the Schloss Köpenick shows works of the Renaissance, Baroque and Rococo periods.

The ensemble of palace, utilities building, chapel and courtyard is heritage-protected. 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 Kunstgewerbemuseum in the Schloss Köpenick is open to the public in summer Tuesday to Sunday from 11 am until 6 pm, in winter Thursday to Sunday from 11 am until 5 pm. Events can in general 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. For events in the outside area (palace courtyard and riverside) special arrangements concerning the assembly and dismantling time can be made.

Schloss Köpenick is part of the Staatliche Museen zu Berlin (henceforth referred to as SMB).

### The Address

Schlossinsel 1, 12557 Berlin - Köpenick

## The Event Area

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 in the whole building.

### Aurora-Hall

1. Size: effective area ca. 85 m<sup>2</sup>
2. Standing reception for up to 60 people is possible, depending on the extent of catering.
3. Seated lecture event for up to 90 people is possible.
4. Depending on character and setup, dinners for up to 40 people are possible without restrictions concerning food and beverages if the floor is covered all-over with a clamminess impermeable carpet and the seating has a minimum distance to all walls of 0.8 m.
5. Seating and adjustable (dimnable) lighting are available.
6. As the hall is not part of the visitor area, upon consultation, events as well as setup and dismantling may also be possible during opening hours of the museum.

### Seminar room

1. Size: effective area ca. 47 m<sup>2</sup>
2. Standing reception for up to 20 people is possible, depending on the extent of catering.
3. Seated lecture event for up to 20 people is possible.
4. Depending on character and setup, dinners for up to 20 people are possible without restrictions concerning food and beverages if the floor is covered all-over with a clamminess impermeable carpet and the seating has a minimum distance to all walls of 0.8 m.
5. Seating and tables for seminars are available as well as blackout shades and adjustable (dimnable) lighting.
6. As the seminar room is not part of the visitor area, upon consultation, events as well as setup and dismantling may also be possible during opening hours of the museum.

### Vestibules at the main staircase

1. On all three floors, the size of the vestibules, which can mainly be used for promenading, is ca. 95 m<sup>2</sup> each.
2. Seated events, standing receptions and dinners are not possible here.
3. As the vestibules are part of the visitor area, events as well as setup and dismantling are only possible outside opening hours of the museum.

### Courtyard

1. Size: effective area ca. 1,000 m<sup>2</sup>
2. In the palace courtyard with two circular flowerbeds in its centre events for up to 600 people (standing reception) are possible, with concert seating 400 people respectively.
3. In parts of the courtyard dinners for up to 100 people are possible, depending on character and setup.
4. A mobile stage for temporary setup in the courtyard is available, a setup of other stage constructions in the courtyard is not permitted.
5. Noisy rehearsals (e. g. soundcheck for music events and the like) are not permitted during opening hours of the museum and during church services or other events in the palace chapel.

6. Public access to the palace chapel, the café and the public park in the southern area of the island has to be secured also during the event. During the opening hours of the museum, the public access to all entrances of the palace must be secured, outside opening hours at least to the staff entrance.
7. The fire rescue path has to be kept clear permanently.
8. As the palace courtyard is open to the public for the regular museum visit, events as well as setup and dismantling can only take place there outside opening hours of the museum.

#### Riverside at the west front of the palace

1. Size: effective area ca. 140 m<sup>2</sup>
2. On the paved riparian strip events for up to 100 people (standing reception) are possible.
3. Depending on character and setup, dinners for up to 48 people are possible without restrictions concerning food and beverages.
4. As emergency escape route, the portal at the waterside of the palace has to be kept clear permanently.
5. As the riverside is open to the public for the regular museum visit, events as well as setup and dismantling can only take place there outside opening hours of the museum. Only after previous consultation with the museum management, exceptions of this rule may be possible.

### **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 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 Kunstgewerbemuseum Schloss Köpenick 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 (may be individually required) 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. 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 Schloss Köpenick (flyer) can be supplied.
6. In addition, the Kunstgewerbemuseum Schloss Köpenick 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.
7. 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).
8. Dressing rooms for artists or other additional rooms are not available.
9. Upon consultation, the main entrance and a cloakroom can be used in connection with the vestibules at the main staircase. The event organiser must pay for the required special cleaning of the sanitary facilities.
10. Smoking is strictly prohibited in the whole building.
11. The usage of mobile phones is allowed in the event area, but it is not permitted in the exhibition areas of the museum.
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. Setup and dismantling (including furnishings) must be generally carried out by the organiser/client outside opening hours of the museum. Only after consultation and in restricted dimension, exceptions of this rule may be possible.
2. M&L and SMB assume no liability for set constructions and materials brought into the museum.
3. The exhibition areas at the Schloss Köpenick 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 (except for the above mentioned under The Event Areas). The event organiser must therefore provide everything necessary.
6. Information or communication technology (connection and/or devices) cannot be provided (except for the above mentioned under The Event Areas).
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/client 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. Access is possible across the bridge to the palace's island (load-bearing capacity: 1.6 t), all deliveries to the palace take place via the staff entrance or, after previous consultation, via the delivery entrance of the museum (in the case of especially bulky goods).
12. The main portal of the palace is principally not available for delivery.
13. Parking is not possible in the whole palace courtyard. The fire rescue path must not be obstructed by the delivery.

## **The Catering**

1. The caterer is not permitted to cook or to use an open flame, fuel gel or barbecue grill in the palace building. If necessary, the caterer has to set up a kitchen tent in the palace courtyard or at the riverside. A small room at the lift in the souterrain can be used for keeping the catering available for serving.
2. For dinner events in the Aurora-Hall and the seminar room, the floor must be covered with a clamminess impermeable carpet. Furthermore, colouring drinks (red wine, coffee, juice etc.) as well as greasy and colouring food (e. g. soy sauce) are not allowed in the entire museum (even if carpeted). Colouring and dusty materials (flowers/leaf green) are not permitted.
3. Electricity (up to 32 ampere) 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)

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