



# STAATSBIBLIOTHEK ZU BERLIN



## Obligatory Event Guidelines

Information about the planning of events in the  
Staatsbibliothek zu Berlin - Preußischer Kulturbesitz | Haus Potsdamer Straße

### The Staatsbibliothek zu Berlin

The Staatsbibliothek zu Berlin (National Library of Berlin) is the largest scientific universal library in the German-speaking area. The Haus Potsdamer Straße, which is reminiscent of a mighty „Bookship“, exists since 1978 (in addition to the location Haus Unter den Linden). Designed by architect Hans Scharoun, with the assistance of Edgar Wisniewski, the library was built from 1967 until 1978 as part of the ensemble Kulturforum Berlin.

The Staatsbibliothek zu Berlin preserves documents from all scientific disciplines, languages, times, and countries, with a focus on humanities and social sciences. Apart from the large primary stock, there are several special collections maintained by specialized departments. Great national and international cultural treasures are being stored by scientists and librarians – amongst them: the world’s largest Mozart-Collection, 80 percent of all autographs of Johann Sebastian Bach, the 5<sup>th</sup> and the 9<sup>th</sup> Symphony of Ludwig van Beethoven, Boccaccio’s Decamerone, Hoffmann von Fallersleben’s original transcripts of The Song of the German People, one of the extremely rare prints of Martin Luther’s 95 theses, autographs and estates of famous scientists as well as historic newspapers from around the world.

The Staatsbibliothek zu Berlin (hereinafter SBB) is open to the public Monday to Saturday from 8 am until 10 pm and Sunday from 10 am until 6 pm. Events as well as set up and dismantling can take place independent of the opening hours.

### The Address

Potsdamer Straße 33, 10785 Berlin - Tiergarten

## 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 on the library ground.

### Small Foyer (access to Otto-Braun-Saal and Simon-Bolivar-Saal)

1. Size: effective area ca. 350 m<sup>2</sup>
2. Standing reception for up to 300 people is possible.
3. Dinner for up to 250 people is possible.
4. This area may be used exclusively even during the opening hours. It has a separate entrance as well as its own cloakroom.
5. The access to the Ibero-Amerikanisches Institut and to the two lecture halls requires an individual agreement.
6. Due to the sensitive library collection, special fire safety regulations apply in this area. Any steam or heat generation (e. g. by coffee machines, chafing dishes, fuel gel) is not permitted. Coffee can only be served in Thermos jugs.

### Otto-Braun-Saal

1. The Otto-Braun-Saal is equipped with an installed seating for up to 481 people.
2. The access is via the Small Foyer.
3. A dressing room for artists is available.
4. Stage, projector, screen, speaker's desk with microphone, sound system and recording devices are available. From a separate control room, all technical equipment is controlled by a technician of the library's staff. The costs for this technician are not included in the user fee and are calculated according to the individual customer requirements.
5. Food and beverages are not permitted.

### Simon-Bolivar-Saal with vestibule

1. Size of the vestibule: ca. 120 m<sup>2</sup>
2. The access to the vestibule and to the lecture hall is via the Small Foyer.
3. The vestibule (with direct access to toilets) may be used for breaks or standing receptions with catering for up to 100 people.
4. In the Simon-Bolivar-Saal seated events (conferences, concerts, readings, etc.) for up to 100 people are possible.
5. Chairs, speaker's desk with microphone, screen, sound system and projector can be supplied upon consultation.
6. Food and beverages are not permitted in the Simon-Bolivar-Saal, only in the vestibule. The serving of warm food is only possible in defined timeframes.
7. Due to the sensitive library collection, special fire safety regulations apply in this area. Any steam or heat generation (e. g. by coffee machines, chafing dishes, fuel gel) is not permitted. Coffee can only be served in Thermos jugs.

### Great Entrance Foyer

1. Size: effective area ca. 2,500 m<sup>2</sup>
2. Standing reception for up to 600 people is possible.
3. Dinner for up to 400 people is possible.

4. In principle, for the use of the Great Entrance Foyer a special permission is required because such events involve a change of the opening and closing times due to the impact on the library's user service.
5. Subject to approval, sections of the foyer may be separated by cords and may then be used even during the opening hours.
6. The access to the Ibero-Amerikanisches Institut during the opening hours is to be ensured. Exceptional regulations require an individual agreement.

## The Planning

1. The date of the event can only be confirmed after the SBB's executives have given their affirmation. The final confirmation is principally made by the Museum&Location Veranstaltungsgesellschaft der Staatlichen Museen zu Berlin mbH (hereinafter M&L).
2. Events with political background and content require the approval of the Directorate-General of the SBB. In this case, all made agreements are subject to their approval.
3. Any advertisement or product presentation requires prior approval.
4. A prerequisite for holding an event is a final inspection with the organiser/client, the caterer, M&L and the representatives of the SBB, as well as a timely conclusion of a contract (latest 10 days before the event). This sets the framework within which all the necessary agreements are made and documented.
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 library 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 library spaces of the SBB, which are regularly inspected and maintained by library 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. M&L and SBB assume no liability for set constructions and materials brought into the library.
9. If required, the on-site WLAN must be requested by the organiser/client in time (at least 6 weeks before the event). Then a separate subnet can be provided. M&L or SBB assume no liability in case of non-availability and/or limitations of the on-site WLAN.
10. 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 SBB. The order of the security and cleaning staff is made directly by M&L at the security and cleaning companies contracted by SBB. The organiser/client must pay for any special cleaning necessary.

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. The organiser/client is obliged to signpost the event, also regarding the entranceway to the event areas.
6. During the opening hours of the library, the organiser/client is obliged to keep the areas used by the regular library visitors accessible at any time. These are the lending desk, the card catalogues, and the lockers.
7. A sound exposure during the regular use of the library (until 10 pm, 6 pm respectively) is only permitted if there is nothing audible in the publicly accessible areas.
8. The SBB offers guided tours in different languages (German/English/French) by prior arrangement. These guided tours can be offered by employees or paid staff and are to be paid for by fees.
9. Musical performances and the like are possible; the organiser/client takes care of all the details by agreement with M&L.
10. Information material of the Staatsbibliothek zu Berlin (flyer/publications) can be supplied.
11. Smoking is strictly prohibited in the whole building. Working with open flame, candles, tea light candles, fuel gel and the like is not permitted.
12. The usage of mobile phones is only permitted to a limited extent.
13. 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 by the SBB (via M&L) and in restricted dimension.
2. Neither the SBB nor M&L assume liability for the availability and the usability of furniture and equipment.
3. All safety devices, escape routes and exits relevant under building law must remain fully operative and must not be restricted by additional installations.
4. For the delivery and collection as well as the assembly and dismantling time, supervisory staff must be scheduled. The user must previously submit a corresponding time schedule for approval (at least 10 days in advance).
5. 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).
6. Chairs, tables and other furniture including musical instruments, which have been brought into the library, must be fitted with felt padding to protect the flooring.
7. 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; and the user must remove the cables after the event without residue.

8. 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 that can be separated by trained technicians in case of fire to prevent the passage of smoke.
9. The organiser/customer must install and dismantle all furniture and seating. In doing so, the minimum distance to works of art and/or other fix furnishing is 1.50 m for chairs, technical equipment, and lighting fixtures.
10. During the opening hours, deliveries/collections may not take place via the main entrance, but via the entrance to the Small Foyer. Deliveries to the Simon-Bolivar-Saal may take place via the separate stair access.
11. All material brought in (also from guests of the event) as well as refuse and waste of the event must be disposed of by the organiser/client at his own expense.
12. Parking spaces on the grounds of the SBB are available for the delivery/ logistics only, but not for the client, the guests, etc.

## The Catering

1. The caterer is not permitted to cook or to use an open flame or barbecue grill in the building. Other fire loads (coffee machines, electric kettles or the like) must also not be operated in the building. If necessary and upon consultation, the caterer can set up a kitchen tent outdoors.
2. The distribution of warm food, also as buffet, is only possible in defined timeframes. Due to the natural stone floors, there are restrictions regarding the choice of food and beverages. Colouring and very greasing food/beverages are not permitted.
3. Electric energy, water and wastewater are available within the limits of the existing installations.

## The Costs

When the event is held, costs are calculated for use (user fee), supervisors, cleaning staff, and if necessary, tour guides 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 and is the contracting party.

**Museum&Location GmbH and the Staatsbibliothek zu Berlin reserve the right to change the above regulations. Exceptional regulations require an individual agreement and have to be put down in writing and, if applicable, to be recorded by photographs or drawings.**

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

[www.museum-location.de](http://www.museum-location.de)

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