



# BODE-MUSEUM



## Obligatory Event Guidelines

Information about the planning of  
events in the Bode-Museum

### The Museum

After more than 5 years of renovation the Bode-Museum shines in new splendour. Since October 2006 the Sculpture Collection, the Museum of Byzantine Art, the Coin Cabinet and the art pieces of the Painting Galleries are presented in this house. In the past years this museum, with its approx. 25.000 square metres large area, was fundamentally recapitalized and adjusted to the requirements of a modern museum.

Since 1999, the Bode-Museum situated on the 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 Bode Museum is open to the public Tuesday to Sunday from 10 am until 6 pm. Thursday 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 Bode-Museum is part of the Staatliche Museen zu Berlin (henceforth referred to as SMB).

### The Address

Bodestraße 1-3 (Am Kupfergraben), 10178 Berlin

## The Function Rooms

Please note that colouring or greasing food and beverages, open fire (as well as candles and tea light candles and lighting gel/burning paste) are not permitted anywhere on the museum ground.

### Basilica

1. Size: approx. 250 m<sup>2</sup>
2. Standing Receptions and dinner for up to 150 people are possible. Due to the fragile floor, a carpet needs to be laid (events with catering).
3. Composite lectures (row seating) excluding food and beverages with max. 150 people are possible in the Basilica.
4. The use of the basilica as well as set up and dismantling is possible only before or after the official opening hours.
5. Chairs, tables, musical instruments and other furniture have to be protected with felt padding, to protect the delicate floor of the Basilica. To mask electric cables etc. solvent-free adhesive tape (wallpaper tape) must be used. Black cable must be wrapped.
6. Additional Lighting of the basilica is allowed only in gold, amber and yellow tones.

### Great domed hall (Große Kuppelhalle)

1. Size: approx. 250 m<sup>2</sup>, with additional usage of the balcony: approx. 300m<sup>2</sup>.
2. Receptions are, depending on the extent of catering for up to 200 people, in joint use of the balcony for max.300 people possible.
3. The use of the Große Kuppelhalle as well as set up and dismantling is possible only before and after the official opening hours.
4. Additional Lighting of the Große Kuppelhalle is only allowed in gold, amber and yellow tones.

### Gobelinsaal

1. Size: approx. 140 m<sup>2</sup>
2. The Gobelinsaal can be used for meetings, conferences and lectures with up to 100 people.
3. Food and beverages are not permitted.
4. In the hall there is basic technical equipment and 100 chairs available, which can be used upon a flat rate.
5. The Gobelinsaal can be used during opening hours.

## The Planning

1. 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.
2. Event dates may be fixed only after consultation with the relevant museum.
3. Condition to the carrying-out of an event is a joint inspection with the organiser/customer, caterer, Museum&Location Veranstaltungsgesellschaft der Staatlichen Museen zu Berlin mbH (M&L) and the respective representatives of the museum and the departments of house management, technical staff and security of the SMB, plus the completion of a contract in due time (at the latest ten days before the event takes place).
4. Advertisement and presentation of products is prohibited.

5. The host has to show an event liability insurance, at least one day before the set-up of the event. The host is fully liable to damages of any kind. In case the event liability insurance is not shown in time, the access to the museum can be refused.
6. 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 staff and sanitary personnel will be determined by the SMB. The ordering from the companies under contract with the SMB is made by M&L.
3. For events with 200 or more guests, the host of the event is obligated to book additional paramedic services for the complete duration of the event. This booking must be done by the host of the event and at his own expense.
4. In addition, the museum offers guided tours of the collection and the building, in order to give an event a closer connection to the building. These guided tours can be offered by employees or honorary staff and are to be paid for by fees.
5. Information material about the Bode-Museum (flyer) can be provided.
6. Musical performances and the like are also conceivable, the details of which will usually be arranged by the organiser - in consultation with the museum.
7. Strictly no Smoking.
8. Mobile phones only outside exhibition rooms.
9. All people involved in the event must be wearing an identity card or badge in a visible place during assembly and dismantling and during the event. A sample is to submit at least two days before the event.

## **The Set-up and Dismantling**

1. Additional set-ups and buildings are only possible after consultation and to a limited extent.
2. Special regulations apply to the exhibition areas in the Bode-Museum. The representatives of the museum (scientists, restorers) will point these out on the joint inspection. These regulations apply to the lighting as well as to the possible erection of furniture and apparatus. Contact or bumping of exhibition objects must be absolutely ruled out.
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. Near art pieces only cold light is allowed to use.
4. Chairs, tables, musical instruments, scene elements and other furniture have to be protected with felt pads in areas with no carpet.
5. Construction and dismantling of furniture and seating must be provided by the organizer/customers. The minimum distance to art is for chairs, technical equipment and lighting fixtures 1.50 m.
6. The sensitivity of all surfaces including floors is pointed out. Special loads are subject to approval. The same applies to light installations, lighting for photo sessions etc.
7. Power cables, slides, etc. could not be placed directly on the ground. An exception is the use of solvent-free adhesive tape. Black cables have to be wrapped.
8. Furniture or equipment on carriers can only be transported through the Kameckehalle if the floor is protected by paving tiles.
9. The delivery for the Bode-Museum is taken place after appointment only. Delivery vehicles/cars may be used only for loading and unloading on the museum grounds and need to be parked outside museum grounds.

## The Catering

1. The caterer is not allowed to cook inside the museum, to use open fire or a barbecue. Candles, fuel pastes, etc. are not allowed as well. As cooking is not allowed inside the museum, a catering tent can be built in the arcade (next to the main entrance).
2. Food and drinks can only be served in the designated spaces (Große Kuppelhalle, Basilica, café with gallery, in exceptional cases: Kameckehalle, Kleine Kuppelhalle).
3. Colouring drinks (wine, etc.), greasy food and colouring materials (flowers/leaf green) are generally not allowed and can only be allowed in exceptional cases and approval by M&L and with special precautions, i.e. carpet, accompanied by clamminess impermeably foil.
4. In the Basilica (and the Kameckehalle) water impermeably carpet needs to be used, when food and drinks are served. The carpet should not to be laid directly onto the floor.
5. The carpet laying needs to be done by one of the approved companies of the SMB. M&L is happy to give contacts. The carpet should be in a grey-shaded colour.
3. Buffets are not allowed in any of the event area.
4. Electricity and water can be partly provided.

## The Equipment

1. Dressing rooms for artists, i.e. additional rooms, are not available. The children gallery in the basement can be used in exceptional circumstances and after approval of the museum management for example as an artist dressing room.
2. Information and communication technology (connection and/or equipment) are not available.
3. There is no special furniture available for events. Everything necessary must therefore be provided by the organiser. Chairs, podium and/or sound techniques in the Basilica and the Große Kuppelhalle cannot be provided by the museum.

## The Costs

For the carrying-out of an event there will be sums charged for rent, guards, cleaning staff, in appropriate instances tour guides, technical personnel and a restorer. The prices have always to be considered plus taxes. The charges are determined according to the extent and length of an event and can only be calculated when an exact plan for your event is submitted.

The corresponding rental contract will be produced by Museum&Location GmbH.

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

We are happy to provide any further information:

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