



Film & Foto Shootings

Obligatory Guidelines for film & photo shootings

Information about the planning of film & photo shootings in
The National Museums of Berlin

In general

We ask you to respect the dignity of the art objects, to observe the conservational requirements and not to change the character of the exhibition rooms. The Museum Island belongs to the UNESCO cultural heritage since 1999.

The individual opening hours of the museums are basically from 10am – 6pm, on Thursdays 10am – 8pm. Most museums are closed on Mondays and some close earlier on Thursdays. Shootings and Filming are possible outside the regular opening hours.

The places

Alte Nationalgalerie

Neues Museum

Altes Museum

Bode-Museum

Pergamonmuseum

Pergamonmuseum, das Panorama

James-Simon-Galerie

Haus Bastian

Hamburger Bahnhof – Museum für Gegenwart – Berlin

Kulturforum

Neue Nationalgalerie

Friedrichwerdersche Kirche

Museum Berggruen

Sammlung Scharf-Gerstenberg

Schloss Köpenick

Basically

1. Absolutely smoking ban on the grounds of the National Museums in Berlin.
2. Candles, burner paste, fire paste or the like are not allowed anywhere in the museums.
3. Food and beverage are only allowed in the agreed areas. Taking food and beverage into the exhibition areas is not allowed.
4. All members of the crew must wear name badges during the stay in the museums, on set and during the shooting. Please send us an example two days in advance of the shooting at the latest.
5. The costs for the cleaning as well as the employment of a technician (if needed) will be paid by the user. The necessary security staff will be assigned by the security dept. of the Museums. The organization of these services is done by M&L. The costs are paid by the user.
6. Subjects to modifications to these obligatory event guidelines are reserved to the National Museums of Berlin and Museum&Location
7. The obligatory guidelines are an integral part of the contract.
8. All rented locations are museum areas of the SMB, which are regularly inspected and maintained by museum staff. Damages are reported to the directors on a daily basis 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.

Planning & Approval

1. Premise for film & photo shootings is the individual agreement of the General Director of the National museums of Berlin.
2. For getting the permission we kindly ask you to answer the questions you find under the link <http://www.museum-location.de/Drehanfragen> by sending us a mail to **kontakt@museum-location.de**:
3. For the exhibition areas in the museums apply special guidelines which will be pointed out by the representative of the particular museum and / or Museum&Location on a joint visit. This affects lighting as well as any set-up of furnishings or any other equipment. It must be pointed out that any kind of touching or moving of collection objects is impossible.
4. Schedule and date confirmations are only possible and binding after consultations with the appropriate museum.
5. A schedule of the film & photo shootings including set up and deconstruction has to be sent in time (at least 7 days in advance of the event date)
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7. The user has to **prove a valid insurance license** by no later than the beginning of the shooting. For any damage the user will be held responsible with an unlimited liability. If the user will not prove the insurance license in time the entrance to the museums could be denied.

Delivery & Set-up

1. Any set-up is only possible according to prior agreement and in a limited range.
2. Any delivery is only possible according to prior agreements. **Delivery vans can enter the museum ground only for loading and unloading.** Parking has to be done on public ground.
3. Parking space permits or barriers on roads must be obtained by the production company independently and at its own expense from the relevant district office.
4. There are no barriers allowed on the grounds of the National Museums in Berlin.
5. The Colonnades courtyard and the adjoining colonnades corridor are part of the UNESCO World Cultural Heritage Museum Island, its architecture and gardens must be protected from damage.
6. Hairspray, make-up, powder and other dusting, colouring and dripping materials as well as all aerosols and the like Spray bottles are not allowed in the museum.
7. Mask and catering area for the production is located outside the museum area.
8. The stone floors in the museum must be covered with dirt-trapping mats; the carts used are equipped with non-abrasive castors and must not leave any traces.

Technique

1. Basically, the use of any technical equipment, materials, et cetera must not change at any time the usual atmosphere of the rooms in the museum. In the periphery of collection objects only **cold light** is allowed.
2. **The minimum distance** of any set-up, chairs, technical equipment and lighting to the **art and any exhibition objects has to be 1.50m.**
3. All furniture, set-up and technical equipment has to have **felt underlay/pads** to protect the sensitive historical floor.
4. Electric cables, plastic sheets or any interlayer are not allowed to be taped onto the floor. One exception is crepe/masking tape without solvent. Black cables have to be coated.
5. The use of the so-called glass swords for clamp fixings in the James Simon Gallery is prohibited.
6. Electricity can be offered in a limited amount.
7. Only the building services have access to the in-house power supply (fuse box etc.).
8. The technology used (tripods, camera feet, dolly rails, etc.) is encased or underlaid with molton or felt, no metal may lie on stone floors and permanent damage to carpets or stone floors is allowed and must be avoided.
9. Use of mobile phones is only possible outside the exhibition areas.

The Costs

Costs for use and utilisation rights of the material, security staff, cleaning and technical staff will be charged.

All costs are plus VAT. The calculation of the additional charges is depending on duration and scale of the film & photo shootings outside the regular opening hours and can be carried out after receiving a binding schedule of the shooting.

The contract will be generated by Museum&Location. For any further information please contact us:

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