

Obligatory Event Guidelines

**Information about the planning of events in the
Collection Scharf-Gerstenberg, National Gallery**

Staatliche Museen zu Berlin (SMB), Schloßstrasse 70, 14059 Berlin

Opposite to the Charlottenburg Palace, Friedrich August Stüler built the Royal Guardhouse in 1851. The Collection Scharf-Gerstenberg is located easterly in the so-called Stüler buildings and the adjacent stables.

Titled "Surreal Worlds" top-class works are presented by the Surrealists and their precursors, from the holdings of the "Stiftung Sammlung Dieter Scharf zur Erinnerung an Otto Gerstenberg" (the foundation of the Dieter Scharf collection in remembrance of Otto Gerstenberg) including works by artists such as Hans Bellmer, Francisco de Goya, Salvador Dalí, René Magritte and Max Ernst.

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 Collection Scharf-Gerstenberg is open to the public Tuesday to Sunday from 10 am until 6 pm.

1. Function rooms

1. a) Foyer and Sahuré Hall

1. Size: ca. 570 m²
2. Stand-up reception in the Foyer for max. 60 people is possible.
3. Seated events such as lectures, speeches etc. without catering are possible for up to 50 people. Chairs are available.
4. Technical equipment and further furniture needs to be padded with felt in order to protect the floor. Cables etc. need to be masked with residue-free tape.

1. b) Remise / Event Hall

1. Size: ca. 230m²
2. Stand-up reception for max. 200 people are possible.
3. Dinners for max. 150 people are possible.
4. Seated events such as lectures, speeches, ceremonials etc. are possible for max. 180 people.
5. As the Remise is generally not open to the public, events as well as the set-up can take place during opening hours of the museum.
6. The minimum distance between furniture and the wall is 90cm.
7. Adjustments to the ceiling (lighting, decoration etc.) are only permitted after

- consultation with the house electrician.
8. No candles and/or open fire in any form.

1. c) Courtyard

1. Size: approx. 800m²
2. Stand-up reception and seated events for max. 400 people are possible.
3. Set dinner for max. 120 people are possible.
4. Due to nearby residence, vocally intensive events are not possible after 10pm.

1. d) Exhibition areas

1. Exhibition areas are not available for events.
2. Other rooms (ie. Changing room for artists etc.) are not available.
3. There is no main wardrobe in the museum. Lockers can be used in the basement. A temporary/mobile wardrobe may be set up in the foyer.
4. The main toilets are in the basement at the Foyer. For events in the Remise the nearby toilets can be used. Cleaning of event areas and the toilets goes to the expense of the host.

2. Further Notes

1. Condition to the carrying-out of an event is a joint inspection with the organiser/customer, caterer, and representatives of the Picture Gallery and the departments of house management, technical works and security of the Staatlichen Museen zu Berlin, plus the completion of a contract in due time (at the latest ten days before the event takes place).
2. Museum&Location GmbH needs to confirm layout and context of the invitation before they are being sent to the guests.
3. Events with political background and content are subject to the approval of the Directorate-General of the Staatliche Museen zu Berlin. In this case all made agreements are subject to their approval.
4. The date of the event can only be confirmed after the museum executives have given their affirmation.
5. The day before the event at the latest a liability insurance has to be confirmed. The organiser is completely liable for any and all damage.
6. The Collection Scharf-Gerstenberg offers private visits to all exhibition areas in the context of an event. The general security staff needs to be booked according to the hours of the visit. Furthermore private tours are possible through all exhibition areas. These tours are guided either by staff of the museum or skilled tour guides and need to be disbursed.
7. Set-up is only possible outside opening hours, except in the Courtyard and the Remise.
8. There is no furniture or technical equipment available in the museum.
9. Set-up is only possible after consultation with Museum&Location GmbH.
10. A schedule of the event, including set-up and -down must be provided at the latest 10 days before the event.
11. 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.
12. Information and communication technology (connections or equipment) cannot be provided.

13. Electricity and water can be supplied in compliance with our terms.
14. B1-Certificates should be available for all installations.
15. The Caterer is not allowed to cook, use open fire or a grill inside the Museum. There is a small kitchen room available where keeping warm or heating up food/drinks is only permitted with electrical equipment. The use of the according equipment needs to be reported to the Security Dept. before the event.
16. Delivery is possible via the Nithackstraße and/or the Gate to the Courtyard. Passing the courtyard with trucks, vans or cars is not allowed. Access till the Gate will be granted. The access of the fire brigade may not be blocked.
17. Advertising or product presentations are only allowed in the context of a non-public event in the Remise or the Courtyard, only during the event and may not be brought in context with the art or the museum itself.
18. Candles and other items with open fire are not allowed inside the museum and Remise.
19. The usage of mobile phones is not allowed in the exhibition rooms.
20. The required security staff and sanitary personnel will be determined by the National Museums in Berlin. The reservation of security staff (the company under contract with the National Museums in Berlin) is to be made by Museum&Location GmbH.
21. Strictly no Smoking in the museum.
22. The SMB reserves the right to alter the regulations above.

3. Costs

For the carrying-out of an event there will be costs charged for rent, guards, cleaning staff, in appropriate instances for tour guides and technical personnel. 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.

We are happy to provide any further information:

Museum&Location Veranstaltungsgesellschaft
der Staatlichen Museen zu Berlin mbH
Potsdamer Str. 58
10785 Berlin
Tel. 030 263 94 88 26
Fax 030 263 94 88 29
E-Mail: kontakt@museum-location.de

Subject to alterations.

Stand: October 2015