



Obligatory Event Guidelines

Information about the planning of events at the

**Staatsbibliothek zu Berlin
Preußischer Kulturbesitz**

Potsdamer Straße 33, 10785 Berlin

The *Staatsbibliothek zu Berlin* (National Library of Berlin) is the largest academic library in the German-speaking part of Europe. Since 1978 the house in Berlin's Potsdamer Straße 33, which was designed like a mighty „Bookship“, is one out of two sites of the Staatsbibliothek zu Berlin (next to the site Unter den Linden). The building is part of the ensemble „Kulturforum Berlin“. It was built in the years 1967-1978 after plans of renown architect Hans Scharoun supported by Edgar Wisniewski.

Documents from all scientific disciplines, languages, times and countries, with a focus on humane disciplines and social sciences are part of the collection of Staatsbibliothek zu Berlin. Next to the considerable primary stock there is a number of collections with individual focuses, each of which is being maintained by a specialized department. 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 5th and the 9th 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.

The Staatsbibliothek zu Berlin is open to public monday thru friday from 9 a.m. – 9 p.m. and saturdays from 10 a.m. – 7 p.m. Events and the necessary preparations may be held regardless of the general opening hours.

I. Function rooms

I. a) Great Foyer

1. Space 2.500 m²
2. Sections may be separated by cords and may then be used as event-space during the opening hours.

3. Standing reception with up to 600 participants are possible.
4. Seated dinners with up 400 people are possible.
5. Museum & Location has to be consulted for all set-up and dismanteling processes.
6. Smoking is not permitted within the entire building.
7. Candles are not permitted.
8. Buffets are permitted.
9. There are no restrictions in the selection of foods and beverages served.

I. b) Dietrich-Bonhoeffer-Saal im Großen Eingangsfoyer

1. Space ca. 200 m²
2. Standing receptions, seated events (conferences, readings etc.) and seated dinners are possible with up to 120 participants.
3. This space might not be available for events during ongoing exhibitions.
4. Due to the proximity to reading areas concerts or events with a high noise level can not be held before 9 p.m. in this space.
5. Candles are not permitted.

I. c) Small Foyer

1. Space ca. 350 m²
2. Dinners with up to 250 participants are possible.
3. Standing receptions with up to 300 participants are possible.
4. This space is equipped with a seperate entrance cloak-room. It may be used exclusively even during opening hours.
5. Internet is available.
6. Candles are not permitted.

I. d) Otto-Braun-Saal

1. Installed seating for 481 people.
2. Entrance via the Small Foyer.
3. Change room (for performers) available.
4. Stage, Beamer, screen, speaker's desk with microphone, soundsystem and recording devices are available. All technical equipment is controlled by a technician of the library's staff from a seperate controll room.
5. Foods and beverages are not permitted.

I. e) Simon-Bolivar-Saal with vestibule

1. Space oft he vestibule: 120 m²
2. Entrance via the Small Foyer.
3. The vestibule may be used for breaks and receptions with catering with up to 100 people.
4. Seated events (conferences, concerts, readings etc.) with up to 100 people are possible.
5. Chairs, a speaker's desk with microphone, screen, soundsystem and a beamer are available.
6. Foods and beverages are not permitted.

II. Further Notes

1. Condition to the carrying-out of an event is a joint inspection with the organiser/customer, caterer, Museum&Location GmbH and representatives of the Staatsbibliothek zu Berlin, plus the completion of a contract in due time (at the latest ten days before the event takes place).
2. Condition to the carrying-out of an event is a joint inspection with the organiser/customer, caterer, Museum&Location GmbH and representatives of the Staatsbibliothek zu Berlin, plus the completion of a contract in due time (at the latest ten days before the event takes place).
3. The invitation cards have to be approved by Museum&Location GmbH before dispatch.
4. 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.
5. The date of the event can only be confirmed after the library executives have given their affirmation.
6. The day before the event at the latest a liability insurance policy has to be presented to Museum&Location GmbH by the organizer. The organiser is completely liable for any and all damages.
7. Set constructions are only possible when permission is granted and in restricted dimension.
8. All relevant safety devices and designated escape route have to remain fully functional during the entire event and may not be conditioned by additional installations.
9. Any external furniture, instruments or other objects have to be used with protective felt to protect the delicate floors. Masking electric cables etc. is only allowed when solventless and residueless adhesive tape is used.
10. The assembly and disassembly of furniture and chairs must be done by the organizer/customer. Chairs, technical apparatus & lighting fixtures must be placed at a distance of at least 1.50 m to the artworks.
11. A schedule of the event, including set-up and -down must be provided at the latest 10 days before the event.
12. 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.
13. Electricity and water can be supplied in compliance with our terms.
14. Information leaflets about the Staatsbibliothek zu Berlin can be provided.
15. Guided tours can be offered in different languages order to get a better aspect of the library. The guides have to be paid extra.
16. The caterer is not permitted to cook inside the building. Open fire or the use of a grill/BBQ is not allowed inside the building. Floors and walls have to be protected.
17. Strictly no smoking in the library.
18. Deliveries via the main-entrance or the entrance to the Small Foyer.
19. Deliveries for the Simon-Bolivar-Saal may use a separate staircase.
20. There are no parking opportunities on the ground of the Staatsbibliothek zu Berlin.
21. Advertisement and product presentations of any kind are not permitted.
22. The required security staff and sanitary personnel will be determined by the Staatsbibliothek zu Berlin. The reservation of security staff (the company under contract with the National Staatsbibliothek zu Berlin) is to be made by Museum&Location GmbH.
23. Museum&Location and the SPK reserve the right to alter the regulations above.

III. 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:

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Subject to alterations.
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