

# Visitor Regulations Martin-Gropius-Bau

Welcome to the Martin-Gropius-Bau! We would like to draw your attention to the Visitor Regulations in our house. The Martin-Gropius-Bau is a museum for temporary international exhibitions; it is operated by the "Berliner Festspiele" on behalf of the German Federal Government. However, the various organisers of the temporary displays are responsible for their respective exhibitions. The name of the organiser is noted in our advertising and is available upon request.

## Opening hours

As a rule, the Martin-Gropius-Bau is open daily from 10 am to 7 pm, except Tuesdays, when it is closed. Special opening hours may be applicable for public holidays and special occasions and will be announced in the museum and in the press. You can find the exact opening hours in the organisers' advertising material and on the notice board here in the house.

## Admission fees

Admission fees are displayed on the notice board outside the ticket office. There are four different categories:

- a. Standard
- b. Reduced – Reduced admission tickets are available to the following people holding a relevant ID card:
  - School students, students, trainees, people engaged in voluntary service
  - People receiving unemployment benefits, Type 1
  - Pensioners
  - Disabled persons (more than 50% disability)
- c. Free admission is given to those holding a relevant ID card:
  - Children and young people up to age 16
  - Representatives of the press with a valid press card
  - Persons receiving social benefits or unemployment benefits, Type 2
  - Persons accompanying a disabled person, provided the medical necessity for an attendant is noted in the disability pass
  - Persons lending objects to the exhibitions (or their representatives)
  - Members of the International Council of Museums (ICOM pass)
  - Members of the International Association of Art (IAA pass)
  - Members of the Professional Association of Visual Artists Berlin (bbk Berlin)
  - Members of the Federal Association of Visual Artists (BBK)

## Cloakroom

For safety reasons coats, jackets, capes, backpacks and large bags, camera cases, walking sticks, umbrellas etc. must be deposited in the cloakroom. Small bags may be taken into the exhibition. In case of doubt the decision of the staff is final. Clothing must not be carried over the arm. The museum does not assume any liability for valuables lost or checked at the cloakroom, including money, cheques, jewellery and cameras. The cloakroom is free of charge. However, a charge of € 5 per ticket is made if a cloakroom ticket is lost.

## Conduct in the exhibition halls

As proprietors of the museum, we are responsible for the safety of the objects. It is therefore not permitted:

- to touch the exhibits
- to bring bulky objects into the exhibition
- to bring animals into the building
- to eat, drink or smoke in the exhibition halls or in other public spaces in the building
- to stand close to the exhibits with any kind of object that might cause damage to the objects
- to use mobile phones in the exhibition space of the Martin-Gropius-Bau.

Children under the age of 12 visiting the museum must be accompanied by an adult. Teachers, group leaders and authorised adults are responsible for the appropriate behaviour of the children and young people in their charge. Such attendants are liable for any damages caused by the children's conduct. People who wilfully or inadvertently set off the alarm system will be held liable for reimbursement of the costs incurred.

## Prams and buggies

Prams and buggies are only allowed in the exhibitions if the vehicle is used exclusively for the transport of small children. If accompanying adults allow children to move freely about the exhibition or push the buggy by themselves, museum staff are authorised to point out the Regulations and, if necessary, to ask the visitor to leave the exhibition. It is at the discretion of the museum staff to decide whether a pram or buggy might be too big to be brought into the exhibition. No bicycles are permitted in the exhibition.

## Photography and filming

Photography and filming in the exhibition rooms are prohibited at all times, unless otherwise indicated. To avoid any misunderstandings, we request you to deposit your camera equipment in the cloakroom or to keep it in a small bag. Photography and filming for reporting in the media are only allowed by prior agreement with the relevant exhibition organisers.

## Supervisory staff

Visitors must comply with the directions of the supervisory staff. Failure to follow their instructions may result in termination of the visit and expulsion from the building. The organisers and/or the managers of the temporary exhibition and their representatives are authorised to expel visitors who fail to comply with the Visitor Regulations or who distract or seek to distract other exhibition visitors through objectionable behaviour.

## Complaints and suggestions

Please address any complaints or suggestions to the organiser/responsible body of the current exhibition. The supervisory staff and/or the ticket office staff will direct you to the person you should contact.

Martin-Gropius-Bau  
January 2015