



**Kunsthalle
zu Kiel
Christian-Albrechts-
Universität**

Information for catering companies

Dear catering company,

Welcome to the Kunsthalle zu Kiel. To guarantee a pleasant and smooth operation, we ask you to observe and comply with the following guidelines:

We ask you to always bear in mind that this is a special venue where unique and irreplaceable exhibits are on display and stored. Special safety precautions are therefore necessary. During opening hours, we ask you to show consideration for visitors at all times.

Basic principles:

- Please present your signed installation certificate to the event management.
- Only colourless drinks may be served outside the café.
- Steaming, frying and cooking are not possible in the Kunsthalle; food may only be kept warm.
- The Kunsthalle does not provide crockery or cutlery, etc.
- The self-service premises of the café may not be entered without prior consultation. Soft drinks, tea, milk, coffee, coffee filters and so on may not be used without consultation except for pump jugs for coffee (please bring your own filters).
- Smoking is strictly prohibited throughout the building.
- Please note that visitors to the Kunsthalle enter via the foyer. Therefore please ensure that used dishes, empty glasses and so on are cleared away promptly so that the foyer always gives a clean and tidy impression.

Delivery:

- Please enter the Kunsthalle through the main entrance. Delivery is done by arrangement and via the personnel entrance /elevator (you will receive the elevator keys against a signature at the cash desk, to be returned there at the end of the event).
- During the opening hours of the library (Wed 3-8 pm, Thu 10-3 pm, Fri 12-5 pm), the small elevator in the basement may not be used; the freight elevator is available.
- The freight elevator has a light barrier; please always close the doors. The Kunsthalle staff will inform you.
- When the door is propped open, the personnel entrance must never be left unattended – not even briefly!

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- Under no circumstances may the door be propped open without consulting the supervisory staff.
 - The video or painting studios may be used as an interim storage place by arrangement.

Set-up:

- Set-up may only take place outside opening hours, except for the café.
- Hot plates for food: only 'eco-burners' (see safety data sheet) and electric plates are permitted. Gas burners and fuel paste must not be used. No naked flames such as candles are permitted (fire alarm system!).
- Covers for standing tables must be made of flame-retardant material (B1-certified).
- Only e-devices with a valid DGUV-V3 (formerly BGV A3) inspection sticker may be used.
- Please ensure that cables do not cause hazards (i.e. tripping).
- Catering company employees are only allowed to stay in the café's service room by prior arrangement.

Disassembly:

- Unless otherwise agreed, disassembly should take place directly after the event and during the opening hours of the Kunsthalle. If no extended opening hours have been agreed upon, all persons must leave the Kunsthalle no later than 6 pm (or 8 pm on Wednesdays).

Storage:

- No leftover unpackaged food and drink may be stored.
- Storage can only take place in assigned areas in the basement; under no circumstances may items be left in escape routes or in front of doors.

Final inspection:

- The rooms used are to be handed over swept clean, and with the tables wiped.
- Disposal of all waste is solely the responsibility of the catering company. The Kunsthalle waste containers may not be used.
- Items stored in the Kunsthalle can be picked up by noon the following day at the latest.

Best regards

Mareike Otten
Administrative manager of the Kunsthalle zu Kiel