

# House regulations for events in Bose House

Last updated: April 2022

## Scope

These house regulations apply for all events in Bose House, namely in the Summer Hall (Sommersaal), the bar area on the 2nd floor, the inner courtyard, the museum foyer and the garden. Separate house regulations apply for museum visits.

## Legal right to admit/refuse access

Authorised Bach Archive (BA) staff members have the legal right to admit or refuse access to any guest, renting client or visitor. These staff members are permitted access to the premises at all times and their directions must be followed. Instructions from external supervisory staff (from the company Dussmann) must also be followed.

## Protection of historical buildings and monuments

Bose House, which includes the historic Summer Hall, is a listed historical building. All fixtures and furnishings are therefore to be treated with care. It is not permitted to knock nails, hooks, etc. into floors, walls, ceilings or furnishings in the Summer Hall. The same applies to pasting or removing pasted material on or from walls or floors and fixing any kind of object to chandeliers or wall lamps. The use of gaffer tape or any kind of adhesive tape is prohibited. External users must appoint the Summer Hall in such a way as to prevent any possibility of damage to the furnishings, walls and floors. Renting clients are liable for any damage incurred.

## Installation and removal

All deliveries and installations must be carried out with the greatest possible care for the house and its furnishings. For example, this means

- Not blocking the lift with objects,
- Not pushing objects without wheels,
- Not placing objects on chairs and other furniture

Do not place bags, cases or any other object against the walls.

In the inner courtyard and garden, adequate protective measures must be taken to prevent damage to walls and floors at events where food is prepared.

## Safety

Plans of escape routes and emergency exits are posted in the stairwell. In addition, all the escape routes and emergency exits in Bose House are marked by backlit green pictograms. Corridors, escape routes and emergency exits must be left fully clear and may not be disguised or covered. The same applies for fire extinguishers and fire detectors. Bose House is fitted with an automatically triggered fire alarm.

Installing, using and plugging in your own electrical appliances must be agreed in advance with the in-house technical staff.

## **Personal injury and/or material damage**

Any personal injury and/or material damage must be reported immediately to the staff members or organisers responsible. Any personal injury and/or material damage which is reported subsequently will not be acknowledged.

## **Closure of rooms**

If a fire alarm sounds, all activities/events must be interrupted immediately and the building evacuated via the marked escape routes. The instructions issued by Bach Archive staff members or their representatives must be followed immediately and to the letter.

## **Behaviour**

Carers (parents, teachers, etc.) must supervise those in their charge to prevent accidents and damage. The office areas of Bose House are reserved for Bach Archive staff. Stairs, passageways and escape routes must be kept clear.

During events in the garden and inner courtyard, we ask visitors not to raise their voices so as not to disturb people in the neighbouring houses or Bach Archive staff.

A no-smoking rule applies in all areas of Bose House. This includes the use of electric cigarettes and electric shishas, etc. It is prohibited to let off fireworks, light fires or use naked lights anywhere on the premises (including in the hall, inner courtyard and garden). This also includes setting up candles. In the event of this rule being breached, the renting client is liable for all the costs incurred by the Bach Archive for false alarms or damage to furnishings.

## **Eating and drinking**

If users are intending to provide food and drink through a hired catering firm, they will receive specific instructions (e.g. during an inspection round of the premises with representatives of the Bach Archive) as to how and where the buffet is to be placed, technical considerations for the catering firm and where to store the food and drink. Should coffee or other liquids be spilled in the Summer Hall or foyer, please inform the supervisory staff or your contact at the Bach Archive immediately. If row seating is in place, no food or drink whatsoever is allowed in the Summer Hall. Eating or drinking in the Summer Hall during performance rehearsals is not allowed. Users must abide by all legal security requirements, especially with regard to occupational health and safety and accident and fire prevention, as well as youth protection.

## **Events**

Renting clients must obtain in advance all the required permits and authorisations for holding the event. The Summer Hall doors to the stairwell and rear corridor must be kept closed at all times for conservation reasons and to avoid noise from the stairwell reaching the Summer Hall. Unauthorised tuning of the instruments placed at your disposal is not permitted. Tuning of the instruments is organised by the Bach Archive. It is not permitted to scatter real flowers, rice, confetti, etc. anywhere on the premises (inside or out).

## **Fixtures and furniture**

The instruments and historical furniture in the Summer Hall and anterooms may not be used as a storage place for objects of any kind.

Use of the instruments is restricted solely to properly trained musicians and must be agreed with the owner. As a rule, the BA takes care of tuning the instruments.

The movable ceiling painting may only be operated after prior instruction from a member of staff.

During the winter months, humidifiers are used in the anterooms to protect the furniture and instruments. These may only be used or, if necessary, switched off by members of the technical staff. Unauthorised unplugging of the devices is not permitted.

The BA reserves the right to document handover of the Summer Hall to a user in a handover report.

## **Authorised number of people per room:**

The following maximum limits apply for event guests:

- Inner courtyard: 100 people
- Standing receptions in the museum foyer: 70 people
- Standing receptions in the garden: 30 people
- Summer Hall
  - Row seating: 63 people
  - Semi-circular seating: 70 people
  - Herringbone seating: 35 people
  - Tables in U shape/conference style: 24 people
  - Round-table seating: 40 people
  - Standing receptions: 75 people
  - Standing receptions in the bar area: 20 people