

# MUSEUM REGULATIONS

## OF THE ART AND EXHIBITION HALL OF THE FEDERAL REPUBLIC OF GERMANY GMBH (KAH)

We would like to welcome you to our institution and wish you a pleasant visit. At the start of your visit, we would like to acquaint you with our museum's regulations.

### OPENING TIMES

The Art and Exhibition Hall is open 10.00-21.00 on Tuesday and Wednesday and 10.00-19.00 from Thursday to Sunday and on all public holidays (including those falling on a Monday). On Fridays, admission for school groups begins at 9.00 – except during North Rhine-Westphalia's summer holidays, when it begins at 10.00. Tickets for the exhibitions may be purchased until 18.30 and 20.30 respectively. The roof garden will be opened or closed at the discretion of the management on the basis of current weather conditions. The Art and Exhibitions Hall is closed on Mondays, Christmas Eve, and New Year's Eve.

### ADMISSION TO THE ART AND EXHIBITION HALL

The following types of tickets may be purchased:

Day ticket  
Two-day ticket (valid for admission on two consecutive days)  
Family ticket  
ArtCard and ELLAH (subject to special conditions)  
Group ticket for groups of ten or more  
Happy hour ticket

Combined ticket including admission to the Kunstmuseum Bonn  
Day ticket  
Family ticket

Family tickets may be purchased by one or both parents/grandparents accompanying at least one child under the age of 18. ArtCards are valid for twelve months from their date of issue.

Additional admission fees may be charged for events in the forum, lounge, conference room, separate parts of the exhibitions, as well as for the Art and Exhibition Hall's space for video art. The applicable prices are listed in the ticketing area.

### CONCESSIONS

Apprentices, school pupils, university students, soldiers and members of the 'civilian service', severely handicapped persons, volunteers in the course of their 'social year' and holders of the 'Bonn-Ausweis' are eligible for concessions, if they present valid identification.

Individuals accompanying severely handicapped persons may enter free of charge, if their name is included on the handicapped person's identification card.

Children under 7 enter free of charge. Children under 10 may visit the exhibitions only if they are accompanied by an adult.

School groups enter free of charge on Fridays.

### REGULAR TOURS

Regular public tours for individual visitors (not groups) take place at the times announced by the museum's education department.

A fee must be paid in order to take part in these tours.

They include a minimum of five and a maximum of twenty-five visitors.

Tickets are available for purchase at the ticketing area/information desk; holders of the ArtCard have an exclusive right to reserve tickets in advance.

### GROUP TOURS

Registered groups have priority over privately led groups upon entering and within the exhibitions.

#### 1. Group tours organised by the exhibition hall

Advance notification is required for group tours. In addition to the price of admission (group concession applies to groups of ten or more), groups will be charged a fixed tour fee. Groups may not include more than 25 persons. Larger groups will be divided up and a fee will be charged for each newly formed group. In general, the fees for the tour and admission must be paid in advance in the ticketing area. Payment by invoice is possible only if agreed upon beforehand. School groups and other groups of students will be charged a reduced tour fee. In addition, the price of a reduced group ticket must be paid for each participant. School groups receive free entry for one person per class.

#### 2. Registered privately led groups

Groups with their own privately organised guide (privately led groups) are permissible only if they have requested a specific time of entry from the education department and received confirmation. This means that the tour must be added to the daily schedule of tours. At the ticketing area/information desk, the members of registered privately led groups will receive a sticker, which must be worn and visible at all times during the tour. Privately led groups must pay a reservation fee.

#### 3. Unregistered privately led groups

Unregistered privately led groups will generally be permitted to visit the exhibitions – under the following conditions:

(a) The number of visitors in the exhibition allows this.

(b) The group pays the privately led group fee at the ticketing area before entering the exhibition and the stickers received there are worn and visible.

If an unregistered privately led group conducts a tour in the exhibition area, the security personnel will ask them to return to the ticketing area, pay the privately led group fee, and to wear the stickers that they receive there in a visible manner.

If an unregistered group interferes with the exhibition hall's own tours or those of registered privately led groups, security personnel or other members of the staff can demand that the group temporarily interrupt their tour, continue in another area of the exhibition, or end their tour altogether.

### AUDIO TOUR EQUIPMENT

The education department is responsible for assigning the use of headphones and other audio tour equipment among group tours in the exhibition space. As a rule, groups have no right to demand the use of audio tour equipment. Please note that the use, distribution, and return of the audio tour equipment (headphones) can lead to delays.

The audio tour equipment will be provided to registered groups according to availability, but not to groups of visitors aged approximately 4 to 18 (that is, groups from schools and childcare providers). Neither registered nor unregistered groups are permitted to bring and use their own (external) audio tour equipment. The audio tour equipment is to be returned before leaving the building.

Audio tours will be offered for some exhibitions. The electronic devices will be provided at a separate counter in exchange for a rental fee and are to be returned here again after leaving the exhibition and before leaving the house.

## **CLOAKROOM AND DEPOSITING LUGGAGE**

Before entering the exhibition area, bulky objects of every kind, including rain capes, umbrellas, wet clothing, all types of backpacks (including backpack handbags) and baby carriers (buggies may be borrowed in the cloakroom), bags larger than an A4 sheet of paper (approx. 20 x 30 x 15 cm) as well as cameras, video equipment, etc. are to be deposited in the cloakroom. In case of uncertainty, the security personnel will make a decision. Coats and jackets must either be deposited or worn at all times. Clothing may not be draped over one's arm while in the exhibition area. It is forbidden to deposit valuables, e.g. money, credit cards, and jewellery. If valuables are nevertheless left in the deposited articles, the proprietor of the cloakroom may in no way be held liable. Large pieces of luggage must also be deposited in the cloakroom during events in the forum. Any storage space within pushchairs that are brought into the exhibitions is to be made as empty as possible. A fee of 50 Cents per person (including all items of clothing as well as bag/backpack/umbrella and camera) must be paid for the use of the cloakroom. Cloakroom fees will be collected for all objects and articles of clothing that clearly belong to two or more different people.

## **AGREEMENT REGARDING THE DEPOSIT OF LUGGAGE IN THE CLOAKROOM**

The following terms are agreed upon with the deposit of your items: The proprietor of the cloakroom takes the items (including bags and umbrellas, but not the money and valuables contained therein) into his or her care for the opening hours of the cloakroom and provides a ticket or token in return. The items will be returned only upon the presentation of a ticket or token and without a further check that the bearer is the rightful owner of the items. The safe-keeping of the items ends upon their return or, at the latest, upon the closing of the cloakroom or the end of the personnel's work day. Should there be a complaint, it is to be indicated to the proprietor or personnel of the cloakroom immediately after the return of the items. The proprietor of the cloakroom is liable for the loss, confusion, or damaging of items deposited according to the above conditions, if there is a case of wilful misconduct or gross negligence. A replacement fee of EUR 5.00 is to be paid for lost cloakroom tokens. The Art and Exhibition Hall reserves the right to prohibit visitors from carrying any bag (including handbags of all sizes) into the exhibition space if it is particularly crowded.

## **FOLDING STOOLS, WHEELCHAIRS, AND BUGGIES**

Folding stools, wheelchairs, and buggies for use in the exhibition space are available to visitors in the cloakroom.

## **CONDUCT IN THE EXHIBITION SPACE AND THE FORUM**

Teachers, leaders of groups, and parents/guardians are responsible for the appropriate conduct of children and youths and must continually accompany and monitor them. Small children are to hold hands with the adult accompanying them. If a pushchair is used for small children, any storage space in it is to be made as empty as possible before entering the exhibition.

Food and drink may not be consumed in the exhibition space and in the forum. The possession of food and beverages is not permitted either. Visitors are liable for all damages resulting from their conduct. North Rhine-Westphalia's smoking ban applies to the entirety of the Art and Exhibition Hall building.

It is forbidden to enter any part of the Art and Exhibition Hall with ice skates, in-line skates, skateboards, etc.

## **SECURITY PERSONNEL/LIABILITY/DENIAL OF ACCESS**

The instructions of security personnel are to be followed without exception. If the museum regulations or the instructions of security personnel are not followed, the management of the Art and Exhibition Hall (or their representatives) may expel the offenders from the building. Visitors who repeatedly fail to comply with the museum regulations and

the instructions of security personnel may be forbidden from re-entering the building for a longer period of time.

## **SECURITY OF THE EXHIBITED OBJECTS**

It is not permitted to touch exhibited objects; exceptions are clearly identified. Anything capable of damaging the exhibited objects may not be held in their immediate vicinity. Clothing may not be draped over one's arm in the exhibition space. With the exception of trained guide dogs, animals may not be brought into the exhibition space, the forum, or onto the roof garden. In the case of a security alarm related to theft, the Art and Exhibition Hall reserves the right to close all exits and allow visitors to leave only through the main entrance, where they will be subject to search

## **PHOTOGRAPHY AND VIDEO**

Photography and video are normally prohibited in the exhibition space and forum. Information about permission to photograph and film (for private use) in exhibitions on the roof gardens and in areas outside the exhibition building is available at the information desk. Photography and video for commercial use or in the context of press reports are allowed only with the written permission of the communications department (UB1) of the Art and Exhibitions Hall.

## **USE OF THE LIBRARY AND ARCHIVES**

Separate regulations apply to the use of the library and archives. Access to the archives is to be arranged individually.

## **BABY CHANGING ROOM AND FIRST AID ROOM**

In the lower level, there is a fully equipped changing and nursing room for parents with babies and small children. Buggies may be borrowed from among those made available in the cloakroom. The first aid room is located within the stairwell on the ground floor of the Art and Exhibition Hall.

## **WHEELCHAIR ACCESS**

The exhibition area and the forum have been made wheelchair accessible by means of lifts and ramps. Visitors with disabilities may request that they be accompanied by museum staff. Wheelchairs have also been made available for borrowing in the cloakroom. More detailed information is available at the information desk.

## **TEMPORARY REGULATIONS**

The Art and Exhibition Hall reserves the right to alter or add to the above regulations in order to reasonably address special circumstances.

## **VALIDITY**

These museum regulations take effect on 1 September 2010.

Bonn, 1 September 2010

The directors  
Dr Robert Fleck und Dr Bernhard Spies