



## Terms of use

The organizer acknowledges that the event takes place in an architecturally highly valuable building. The organizer is required to exercise particular care and to remind it is legal representatives, agents, and/or subcontractors to take increased care. The organizer ensures that the licensed premises, including the equipment therein, are treated with care, and kept in a good condition.

### I. General

	Cafe Moskau	Salon Babette
<b>General</b>	<p>The event organizer is required to invite all companies to observe the terms of use.</p> <p>All quoted prices are to be understood as net prices, plus the appropriate state Value Added Tax.</p> <p>The location will be handed over to the event organizer or a representative named by the event organizer at a set time by use of a protocol. The handing over of the location is performed by a site inspection by the event organizer or a representative. The rental period ends with the approval of the location which takes place right after the final cleaning.</p> <p>The instructions of Cafe Moskau GmbH must be followed.</p>	

### II. Entrance/ Outside areas

	Cafe Moskau	Salon Babette
<b>Public access</b>	Karl-Marx-Allee 34, 10178 Berlin	Karl-Marx-Allee 36, 10178 Berlin
<b>Deliveries</b>	Neue Blumenstraße 13, 10178 Berlin	Rear entrance
	<p>Deliveries and collections are only allowed from Monday until Saturday from 6 am until 10 pm. On Sundays and public holidays they take place only in exceptional cases and after consulting Cafe Moskau GmbH. Road traffic regulations are applicable. (StVo)</p>	
<b>Official permit</b>	<p>The integration of external areas which do not belong to the property of Cafe Moskau requires an official permit and should be coordinated with Cafe Moskau GmbH. Official permits have to be granted by the appropriate authority.</p>	



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<b>Unloading / Parking on the sidewalk</b>	The event organizer must manage the orderly process of delivery traffic with its own staff. Driving on the footpath or on green areas is not permitted.	
<b>Emergency exit</b>	The emergency exit area of the loading zone must be kept free at all times.	
<b>Vehicles</b>	Driving into Rosengarten is only authorized after prior consultation with Cafe Moskau GmbH. Further information regarding dimensions and mass can be requested of Cafe Moskau GmbH.	-
<b>Banner</b>	The installation of a banner on its provided areas is exclusively done through representatives of Cafe Moskau GmbH.	-
<b>Soundproofing</b>	The use of sound systems and live music in Rosengarten and Atrium after 10 pm is only allowed indoors.	The use of sound systems and live music outside after 10 pm is only allowed at room value.
<b>Well and water feature</b>	The well in Atrium and the water feature in Rosengarten can be filled and emptied via Cafe Moskau GmbH. This action needs to be delegated separately and is not included in the rental offer or contract.	-



### III. Function Rooms

	Cafe Moskau	Salon Babette
<b>Trolleys, sack trucks and lift trucks</b>	<ul style="list-style-type: none"> <li>- The use of trolleys and sack trucks is only permitted with rubber tires.</li> <li>- Lift trucks are forbidden</li> <li>- Electric lift trucks are forbidden in the elevators</li> </ul>	
<b>Furniture protection</b>	All furniture must be fitted with felt protectors in order to avoid damage to the parquet flooring.	
<b>Floors</b>	The floor under all bar and buffet areas must be underlaid with chairmats.	
<b>Dance floors</b>	Dance floors must be covered with a special dance parquet or with inflammable carpet (certified to DIN 4102 - B1 and EN 13501-1Bfl-s1).	-
<b>Curtains</b>	All curtains move automatically and may only be operated by the staff of Cafe Moskau GmbH. All curtains are permanently installed and cannot be hung out.	All curtains may only be operated by the staff of Cafe Moskau GmbH.
<b>Elevators</b>	The glass elevator may only be used for passengers and not for the transportation of goods. Elevator doors may not be held open in order to prevent malfunction. All elevators have a key for loading activities.	-



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<b>Doors</b>	It is not permitted to wedge any doors. The organizer is liable for any damage to the doors.	
<b>Emergency exits</b>	Emergency exits and escape routes must be kept clear at all times.	
<b>Adhesives</b>	All foils and banners etc. must be removed without residuals by the event organizer after prior consultation with Cafe Moskau GmbH.	
<b>Damages</b>	Any damage must be immediately reported to personnel or a representative of Cafe Moskau GmbH.	
<b>Confetti</b>	It is forbidden to use confetti in the function rooms or outside areas.	
<b>Installed technique</b>	Some rooms are fitted out with installed technical equipment at the ceiling via our preferred partner AMBION GmbH with the possibility of leasing it. If needed the equipment can be removed. Removal costs are calculated accordingly.	The rooms are equipped with installed technical equipment at the ceiling via our preferred partner AMBION GmbH. Ambion GmbH needs to be consulted before making any changes.
<b>Installed furniture</b>	-	The rooms are equipped with installed furniture from our partner Party Rent. If needed the furniture can be removed. Removal costs are calculated accordingly.
<b>Extension of catering area</b>	The use of event spaces or foyers/ corridors (other than the kitchen area) by the caterer needs to be arranged with Cafe Moskau GmbH in advance. All floor and wall areas as well as curtains need to be protected in an appropriate way.	-



#### IV. Fire Safety

	Cafe Moskau	Salon Babette
<b>Fire alarm center</b>	During the event the fire alarm center of Cafe Moskau must be permanently manned with a fire fighter. In addition there must be at least one fire fighter patrolling.	-
<b>Smoke, steam</b>	Work that creates smoke, steam or strong heat must be discussed with Cafe Moskau GmbH in advance. The use of a fireguard depends on the nature and the extent of an event. Open fires as well as gas are prohibited in all indoor areas.	
<b>Smoking ban</b>	Smoking is prohibited throughout the building.	
<b>B1 classification</b>	The equipment placed in the function rooms must have fire protection classification B1. An appropriate certification must be presented to Cafe Moskau GmbH.	
<b>Fire extinguishers class F</b>	Extinguishers with class F (fires involving oils) are kept in sufficient quantities by the caterer.	

#### V. Waste Disposal / Toilet staff

	Cafe Moskau	Salon Babette
<b>Waste Disposal</b>	One all-purpose container (1.100 l) is free of charge for the event organizer during the event. If there is increased demand the event organizer must let it be known at least 7 days before the event. Afterwards every 1.100 l container is charged with 150 €.	
<b>Lavatory staff</b>	Cafe Moskau GmbH requires the booking of at least one person for lavatory support during the event.	If the event is planned for more than 4 hours Cafe Moskau GmbH requires the booking of at least one person for lavatory support during the event.



## VI. Technical Equipment

	Cafe Moskau	Salon Babette
<b>Technical Equipment</b>	All technical equipment has to be controlled by the Staff of Cafe Moskau GmbH.	
<b>Trussing and rigging</b>	The provision and renting of trussing and rigging is performed by AMBION GmbH.	-
<b>Displays</b>	The use of displays at Cafe Moskau with up to two different foils per screen per day is charged with a fee of 120 €. With a higher amount of foils being used Cafe Moskau reserves the right to adjust the fee. For more information please contact the office of Cafe Moskau GmbH.	-
<b>Keys and Key cards</b>	If key cards or keys are handed out the event organizer needs to sign a protocol. Lost cards incur a fee of 50 € per card. Lost keys incur a charge of 100 €.	-



## VII. Security & Staff

	Cafe Moskau	Salon Babette
<b>Planning</b>	<p>The event organizer must present an event concept to Cafe Moskau GmbH at least 14 days before the event. This concept must include a true to scale seating plan, a list of all involved companies as well as a detailed time schedule including set-up and dismantling.</p> <p>To ensure smooth process, Cafe Moskau GmbH reserves the right to charge at least one additional Project Manager Fee of 450 EUR in case the event concept is not handed in time or incomplete.</p>	<p>The event organizer must present a detailed time schedule for the event including set-up and dismantling to Cafe Moskau GmbH. In case there is a change regarding the installed furniture the event organizer must also present a true to scale seating plan. All involved companies at the event must be named.</p>
<b>Special occurrences</b>	<p>Special occurrences such as personal protection, public events, and processes with fire or pyrotechnics must be stated in advance and appropriate safety measures must be taken.</p>	
<b>Staff costs</b>	<p>Increased staff costs are charged by actual expenses. The minimum operating-time of all staff is 4 hours per person. Adjustments can only be made up to 72 hours before the event and are therefore binding from that time on.</p> <p>Costs for security and fire personnel are compulsory and must be booked with the minimum number. An increase may be needed depending on the type and scope of the event.</p>	



**VIII. Internet and Wi-Fi**

	Cafe Moskau	Salon Babette
	All event spaces at Cafe Moskau are full Wi-Fi-enabled.	
<b>Possible bandwidth</b>	The use of Wi-Fi is not included in the offer and needs to be booked separately according to your needs. The bandwidth is expandable from 10 Mbit/s to 200 Mbit/s (synchronously).	Wi-Fi is included up to 10 Mbit/s in the offer. It can be expanded up to 200 Mbit/s (synchron) and needs to be booked separately according to your needs.
<b>Use</b>	<p>The internet and Wi-Fi will be allocated as it is. It is not the responsibility of WiFi-network whether a device can log in or not.</p> <p>The liability of the usage of the internet and WiFi-network remains with the organizer. It is his responsibility that all legal aspects of internet usage are maintained. (Copyright infringement, racist abuse, child pornography, data spying, illegal downloads/ uploads, etc.). Fair use – no Streaming, big Downloads etc.</p>	