

## **External Catering at the Fondation Beyeler: Terms and Conditions**

The Fondation Beyeler is a museum of world rank whose collection and exhibitions set standards in their field. We are pleased to welcome you to our galleries and we hope that you, too, will derive great pleasure from our magnificent and valuable works of art. We are delighted that you will be here to look after the welfare of your guests – whom we regard as ours too. If we can lend you support, we will be happy to do so. Come and talk to us. Ask our staff if you need assistance. To ensure that every hospitality event runs as smoothly and successfully as possible, we ask you to kindly respect the following conditions. Safety is thereby our paramount concern.

- All staff members must be registered with the Control Room (phone 061- 645 97 11, fax -12) and must sign the attendance record in person. Please inform us in advance of their arrival times and planned departure times. In return, they will receive a pass.
- Only in exceptional cases, and with the consent of our security service ISS, may vehicles be left stationary in the delivery area, the security sluice and on the ramp. There is a covered car park (“Zentrum”) opposite the Villa Berower Park. You must inform us of vehicle arrival and departure times.
- Caterers will receive a badge enabling them to use the lift. This badge is to be returned after use.
- Please do not touch any of the works of art and ensure that you maintain sufficient distance from them. If you are erecting tables, bars or the like, these are to be kept at a minimum distance of 1.50 metres from the works of art.
- At cocktail events being hosted directly beside the exhibition/collection galleries, waiting staff are requested to politely inform guests that they are not permitted to enter the exhibition galleries with drinks or food.
- At cocktail events being hosted in the Art Shop, the counter must be completely covered with table linen; the Fondation Beyeler can provide a swanskin covering. Eating and drinking anywhere in the museum is forbidden. Where exceptions are made, you are asked to take great care with food and drink.
- Cooking over an open flame and with gas is only permitted outside the museum (recess on the ramp). The caterer must supply a fire blanket and fire extinguishers in compliance with safety regulations.
- A minimum distance of 1.50 metres must be maintained from the paper containers and from other combustible materials, as well as from the exits and doors. The ramp

and the access to the delivery area must remain unobstructed (minimum 3.50 metres fire access).

- The emergency exits must remain unobstructed (see floor markings).
- Smoking is forbidden throughout the entire building. Caterers should provide the guests with 'smoking areas' outside. Tea lights in containers may be used on tables.
- Catering staff are requested to use the staff toilets. In consultation with ISS, the staff kitchen and staff cloakroom may also be used.
- In case of questions, please speak to your ISS contact (Security main office, Control Room) or to the Fondation Beyeler. Instructions from members of the Fondation Beyeler management and staff must be followed in all cases.
- The location, rooms and park must be cleaned after use. This is the responsibility of the catering service.
- Caterers are legally responsible for the quality of their equipment, which must comply with all the relevant safety standards. The installation and use of the equipment brought in by caterers must guarantee absolute safety for the Fondation Beyeler, the works of art and the persons present. In the event of damage and/or accidents arising in conjunction with material brought in by caterers, the catering company shall be liable.
- IMPORTANT: Please do not press the red alarm buttons! Each alarm call triggers a police response for which the cost is considerable (up to CHF 400, which we will charge to your account).

We hereby declare our acceptance of the above terms and conditions. In the event of damage and/or accidents at the Beyeler Foundation arising from services supplied by the caterer, the undersigned company accepts full liability.

Riehen, dated: .....

Company: .....

Signature: .....

The Beyeler Museum AG reserves the right to modify the nature and extent of its hospitality facilities depending on current exhibitions. Beyeler Museum AG. 6.3.08