

Information for Event Organizers at the EnergieForum Berlin (Stand 09/2007)



Venue

EnergieForum Berlin
Stralauer Platz 34,
10243 Berlin-Friedrichshain

Contact for event room rental

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General information about the EnergieForum Berlin



The EnergieForum, at the site of the former gas supplier for entire city Berlin, isn't known only in Berlin. Very special events can now be staged at this breathtaking ambience located right in the middle of Berlin's growing media centre between the "Ostbahnhof" (East Train Station) and the Spree River.

The entire building complex was designed to save energy. For example, because of the way the rooms have been cut, almost no electric lights are needed during the daytime. In comparison with other buildings of the same size, less heating and electrical energy is required. This is advantageous for the environment as well as the renter.

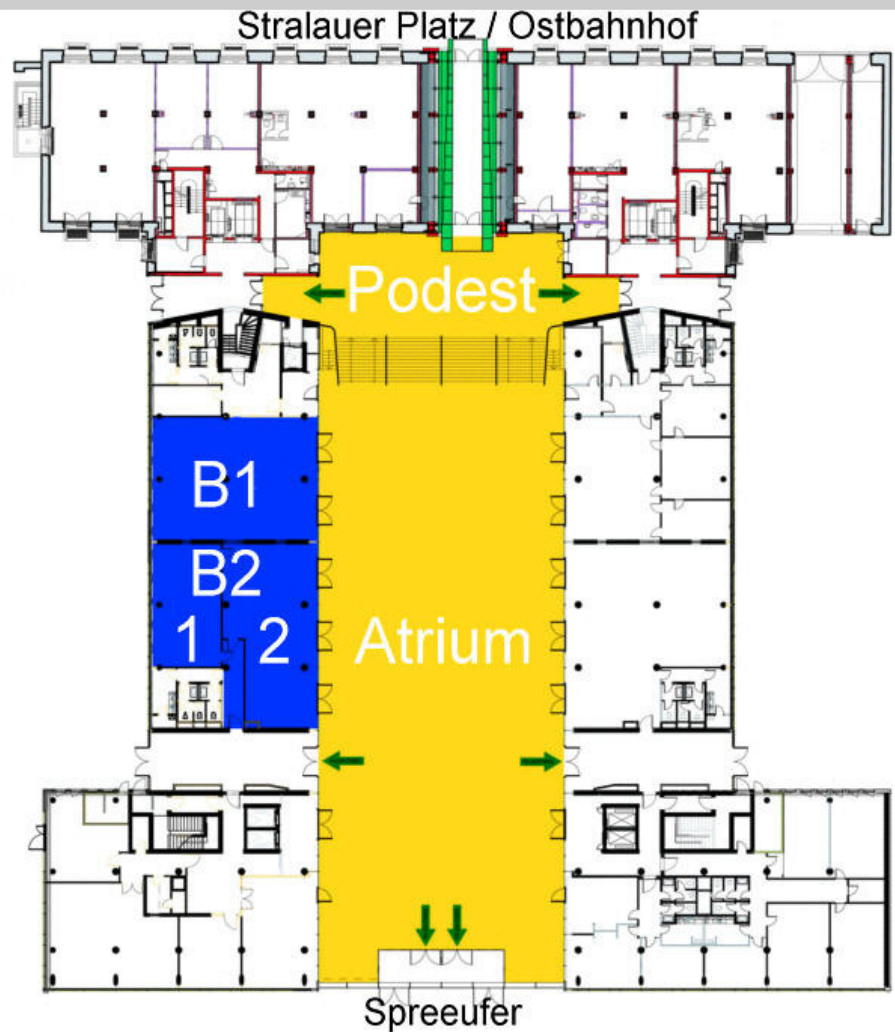
The uniqueness of this realty has been demonstrated by its use for the Audi World Premiers and the presentation of the Burda Neo Awards. The architectural details unfold to its visitors with every step. Beginning with the entrance area, one is impressed by the luminescent tubes of glass and steel which connect the historical warehouse to the enormous light-flooded communication centre.

Events



Regardless of whether you are planning a symposium, conference, seminar or gala, we can provide the right framework and suitable rooms for your event. This synthesis of history and high-tech architecture is optically stimulating and creates the ideal frame for creative and successful events.

Floor Plan



Atrium



- ▶ Atrium Banquet Hall area (10,200 sq ft):
length from the inside entrance to the banquet hall platform stairway: 46,77 m / 153 ft 5 in
width between the east and west wings: 20,30 m / 66 ft 7 in
depth of the vestibule: 3,44 m / 11 ft 3 in
width of the vestibule: 10,45 m / 34 ft 3 in
- ▶ Platform area (1,800 sq ft):
length between the side wings of the warehouse: 20,30 m / 66 ft 7 in
width from the entrance tubes to the beginning of the steps: 8,46 m / 27 ft 9 in
- ▶ Emergency exit on the ground floor between the warehouse and the new building
width of the door opening behind the platform: 2,00 m / 6 ft 7 in
height of the door opening behind the platform area: 2,40 m / 7 ft 11 in
- ▶ East and west doors (side entrances) to the Atrium:
width of the double-door openings to the banquet hall: 2,38 m / 7 ft 10 in
height of the double-door openings to the banquet hall: 2,40 m / 7 ft 11 in
- ▶ Height of the Atrium:
height from the upper edge of the floor
to the second floor bridge: 10,26 m / 33 ft 8 in
to the third floor bridge: 13,68 m / 44 ft 11 in
to the fourth floor bridge: 17,10 m / 56 ft 1 in
to the fifth floor bridge: 20,52 m / 67 ft 4 in

Information for Event Organizers

Setups for the Atrium banquet hall

Standing reception	ca. 1,000 people
Rows of chairs (theatre)	ca. 800 People
Classroom	ca. 450 – 500 people
Gala (round tables for 10)	ca. 350 – 500 people.

When planning the arrangement of furniture and technical facilities, please note that 13 feet on each side of the banquet hall (east and west) must be left free as exits.

Atrium banquet hall electrical connections



The banquet hall has 10 electrical outlets (32 A CEE) in floor containers, 5 on the right side and 5 on the left side of the Atrium. Schuko outlets for normal use and EDP equipment are also available in the floor containers. In addition, a 63 A CEE electrical connection is available.

The entire banquet hall including all electrical outlets has a 100 A fuse. In case this is not enough, it is possible to put a mobile electricity generator on the west side of the building or the company BEWAG can add additional electrical outlets. We will help you to find an optimal set up.

Atrium banquet hall light, sound and technical facilities



No sound, light or other technical media facilities are installed in the banquet hall. However, we will gladly use our experience to create a concept suited to your event. We work together with an experienced technical service, which is acquainted with our house from numerable previous events.

The Atrium has a functional lighting consisting of lighting tubes and energy saving lamps. To create the right atmosphere, we recommend the rental of suitable lighting facilities.

Only special sound devices are able to provide suitable amplification and sound reproduction under the difficult acoustic conditions. Different systems need to be used depending on your technical tone requirements, i.e. conference transmission or musical amplification.

The Atrium is a bright, light-flooded room, which cannot be made dark. During the day, it is recommended that projections have dark backgrounds.

We will be happy to advise you and set up a special technical proposal for you.

Banquet hall stage

No permanent stage is installed in the banquet hall. Suitable stage elements can be set up to meet your requirements. In the past, a stage in front of the vestibule facing the Spree River has proven successful. Lighting and sound equipment can be mounted on traverses supported by floor plates and, in some cases, on the first floor bridge.

Atrium ventilation system

The banquet hall does not have a conventional air conditioner but an innovative ventilation system, which provides pleasant temperatures even in summer.

For events, special adjustments by the management have proved successful. In winter, additional heating is necessary in order to guarantee a pleasant temperature. The cost for this additional heating is included in the winter price.

Information for Event Organizers

“Solar“ conference room (B1)



- ▶ Conference room B1 (1,500 sq ft)
north to south length: 10,20 m / 33 ft 5 in
east to west width: 13,50 m / 44 ft 4 in
- ▶ Doors to the Atrium side entrance (2 x):
width of double-door opening: 2,38 m / 7 ft 10 in
height of the double-door opening: 2,40 m / 7 ft 11 in
- ▶ Various chair arrangements
rows (theatre) ca. 90 people
classroom ca. 45 to 60 people
U-shape ca. 30 people

For gala events, conference room B1 can be used as a lounge, VIP area or bar. In addition the room can be used for a buffet.

“Photon“ conference room (B2.1)



- ▶ Conference room B2.1 (610 sq ft)
north to south length: 10,20 m / 33 ft 6 in
east to west width: 5,60 m / 18 ft 4 in
- ▶ Various chair arrangements
rows (theatre) ca. 25 people
classroom ca. 15 people
U-shape ca. 15 people.
Block ca. 20 people

Conference room B2.1 can be used by gala events as a backup area for catering.

“Beam“ conference room (B2.2)



- ▶ Conference room B2.2 (1,100 sq ft)
north to south length: 15,20 m / 49 ft 10 in
east to west width in the front: 5,90 m / 19 ft 4 in
east to west width in the back: 7,80 m / 25 ft 7 in
- ▶ Side doors to Atrium (3 x):
width of the double doors to the Atrium: 2,38 m / 7 ft 10 in
height of the double doors to the Atrium: 2,40 m / 7 ft 11 in
- ▶ Various chair arrangements
rows (theatre) ca. 70 people
classroom ca. 45 people

Conference room B2.2 is suitable as a lounge, VIP or bar area. In addition, it can be used for a buffet.

Outside area

On the south side of the EnergieForum there is an attractive, exterior, garden-like area with a large, sunny terrace. Of course, this area can also be used during events.

Wheel chair accessibility

The EnergieForum is accessible by wheel chair. From the Atrium, an elevator is available to reach the platform or the large, toilet for the handicapped.

Atrium toilets

There are enough men's and women's toilets as well as a handicapped toilet. If you wish, we can also provide a toilet attendant during your event.

Information for Event Organizers

Personel costs

► Technician for technical facilities
hourly charge as required by the event program 83.00 euro / hour

► Event assistance

Assistance during your event is covered by the rental price. If your event requires more personnel or if, because of outside catering, none of our colleagues are present, the following prices apply:

Monday - Friday, 9 AM - 6 PM,
48.00 euro / hour

For one person outside of business hours, the following prices hold:
Monday - Friday, 6 PM – 9 AM Saturdays, Sundays and holidays,
58.00 euro / hour

Personnel costs are charged according to the actual service times without inclusion of VAT or sales tax.

Catering

The EnergieForum is not bound to a certain catering service. You are welcome to choose the caterer you want. Of course, we can also arrange for your catering wishes. We will be happy to provide you with a proposal.

Available equipment

When you rent an EnergieForum event area, the following equipment is included in the price:

- 15 conference tables, 1,6 m x 0,8 m / 63 in x 31 in
- 15 conference tables, 1,2 m x 0,8 m / 47 in x 31 in
- 250 conference chairs with steel frames and upholstered wood overlays
- 3 cloakroom stands, 150 hangers

On request we can offer the following in-house technical facilities:

- 1 Tone system consisting of:
 - 16 channel sound mixer, Mackie 1642-VLZ per
 - loudspeaker, QSC Audio
 - 2 cableless mikrofonos, Sennheiser ew 100
 - 4 loudspeakers, Kling & Freitag CA 106 on tripods
- 1 beamer, Sony VPL PX 30, 2.000 Ansi Lumen
- 2 overhead projector, Legamaster, 400 W
- 2 screens, Legamaster, 6 ft square on tripods

The tone and media equipment listed here are not suitable for the Atrium banquet hall.

Service

Serving our customers is particularly important to us. For this reason we support and accompany you during your event at all times, regardless of whether you need a total concept and organization or catering and other services.

- concept, organizing and running of your event
- room set up, decorations
- catering during the event
- light, sound, and presentation techniques
- internet access, translator facilities
- shuttle service, reservation of parking spaces
- planning and arranging Berlin programs and individual theme excursions

We will be happy to provide you with a detailed quote.

Information for Event Organizers

EnergieForum tours

The EnergieForum is not only an exceptional architectural structure, but it also employs innovative heating, ventilation and energy systems. Therefore, we offer tours to interested groups of a maximum of 30 people.

The tour of the EnergieForum includes a short presentation in which the most important technical energy features of the building are explained. In conclusion, a trip through the building will be made in order to see the technical features previously described.

A total of 45 minutes should be planned for a tour in German, English or French. The charge for a tour is 150.00 euro plus VAT or sales tax.

Parking lot

There is no parking lot for guests on the EnergieForum grounds. A few spaces are available for event services. For event guests we can give you a quotation for parking space in the Ostbahnhof directly across from the EnergieForum.

Deliveries

Deliveries are made to the east or west side entrances.

Consideration of EnergieForum tenants

The EnergieForum is not only an event location, but also an office building which has conference rooms and a communication forum (Atrium). In planning events, we ask you to bear the following in mind:

- Events similar to concerts where a commensurate sound volume can be expected cannot be held on weekdays between 9 AM and 6 PM.
- On weekdays, loud preparation and construction work as well as sound checks are only allowed between 6 PM and 9 AM.
- It must be guaranteed that every tenant and their guests can enter and leave the rented area at all times. We must agree at least two weeks before the event to any possible restrictions, for example, that tenants be asked to use only certain entrances.
- In order to avoid possible restrictions in the case of large events, the details and the program must be cleared by us at least two weeks before the event.
- Any necessary safety measures and admission monitoring by security officers must be arranged with us at least two weeks before the event.