

Albert-Ludwigs-Universität Freiburg

Uniseum Freiburg

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Information sheet on the use of the historic vaulted cellar (Bursenkeller) in the Uniseum Freiburg

Organizational aspects

- The historic vaulted cellar is **not barrier-free**.
- Events can only be held **outside the regular opening hours of the Uniseum** and until **10 p.m., the latest** (closing of the building).
- Due to restricted escape routes in the basement, the maximum number of visitors of **45 persons** may not be exceeded.
- The **protection of the exhibits** must be guaranteed at all times.
- The Uniseum generally **prohibits**:
 - **Smoking**
 - Use of open **fire, light, spirit, fuel oil, gas**, etc.
 - Use of **pyrotechnics** or **fog machines** (disco fog)
- The use of the cloakroom for clothes, bags, etc. is compulsory - cameras are permitted throughout the Uniseum.

Event information

- Food and drinks:
 - In general, you may have drinks and finger food in the historic vaulted cellar. However, you are not allowed to bring drinks and food into the exhibition rooms.

- Serving hot meals: only after prior arrangement with the Uniseum. To keep them warm, you may solely use thermo boxes.
- The Uniseum provides the following facilities:
 - "Small ceremonial hall" incl. available tables and benches
 - Sanitary facilities (ground floor)
 - Cloakroom (ground floor)
- There must always be at least **two Uniseum employees** on site. They are responsible for the **supervision of the historic vaulted cellar** and the **cloakroom** in the entrance area
- The organizer must provide the Uniseum with a **contact person** for all matters.
- The **course of the event**, the organization of the catering and any other use must be coordinated with the Uniseum in advance.
- Glasses, crockery, cutlery etc. are to be provided or organized by the user.
- The person organizing the event must hand over the premises provided in a **broom-clean condition** at the end of the event.

Costs

- **Hourly calculation** per present staff member of the Uniseum

(incl. preparation and follow-up time as well as all incidental costs incurred):

first hour € 80,00

each additional hour or part thereof € 50.00

- Invoicing after the end of the event

Noted:

Date

Signature