**Münchner Kammerspiele, Falckenbergstr. 2, 80539 München**

**Production: sabine.kloetzer@kammerspiele.de, Tel.:+49 (0) 89 233 36702**

**Technical Direction: richard.illmer@muenchen.de, Tel.: +49 (0) 89 233 36906**

**GUEST PERFORMANCES AT THE MÜNCHNER KAMMERSPIELE**

CATALOGUE OF QUESTIONS AND INFORMATION

Dear guests,

we are happy to welcome you at Kammerspiele!

Here you find some basic Information from our side:

**Lists of available material and information about the specific venues** can be found on our homepage

[htHYPERLINK "http://www.muenchner-kammerspiele.de/technik"tp://www.muenchner-kammerspiele.de/technik](http://www.muenchner-kammerspiele.de/technik)

The **Technical Department** of the Kammerspiele guarantees to **support** the company with staff limited to **one shift (eight to maximum ten hours) per day**. Outside these hours and after a briefing it is possible for you to go on rehearsing or setting up on your own.

**We assume that you take over the technical maintenance of your shows yourself, eg. you will run your shows without technical support by Kammerspiele**. If not, please let us know as soon as possible.

There are **no parking spaces for trucks or cars** on the premise of the Münchner Kammerspiele! Details for loading trucks can be found at the end of this document.

Opening hours of the **canteen**:

mondays till saturdays 9 a.m. - 1 a.m.\*

sundays and holidays 4 p.m. - 1 a.m.\*

\*hot meals 12 p.m. – 4 p.m. and 5 p.m. - 11.30 p.m

We kindly ask you to fill in this form and return it to the adress mentioned above **latest 4 weeks previous to the technical set up**.

* **latest TechRider**
* **DWG- or PDF-drawing** of your set up in the specific floor plan of your Kammerspiele venue, eg. **lighting-, sound-, video and riggingplan including decoration and stage with key**
* <http://www.muenchner-kammerspiele.de/technik>
* **Photos** and possibly video of the production
* Legal certificate "flame retardant B1 by DIN 4102" for textiles, curtains and similar material.

Thank you!

Münchner Kammerspiele

**Title** of the Production and **dates of performances at Kammerspiele**

**Name and Address contract partner**

**Bank Connection** (IBAN, BIC)

**VAT Number**

**Artistic contact person** (name, phone, e-mail)

**Technical contact person** (name, phone, e-mail)

**Contact person press material and texts for program**

**Stage** (Kammer 1, Kammer 2, Kammer 3)

**Time schedule (detailed scheduling will be managed with production management)**

Time of Load in

Amount and types of trucks

Duration of performance (intermissions?)

Time needed for Break down

Time of Load out

**Staff**

**We assume that you take over the technical maintenance of your shows yourself, eg. you will run your shows without technical support by Kammerspiele**. If not so, please let us know as soon as possible.

List of technical staff of your company

Name departments contact

|  |  |  |
| --- | --- | --- |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

**Scene changes** during the performance

**Make-up**

Is there staff from the Kammerspiele needed? (How many, how long and which kind of material)

if so, how many actors/actresses and which kind of make-up/hairstyles?

**Dressings rooms and laundry**

Amount of and persons per dressing room (male/female)

Notes

Cleaning of costumes (Amount and materials oft he costumes, other special requirements)

**Dangerous actions**

List of dangerous actions and actions involving flammable material (e.g. cigarettes, candles, pyrotechnics etc., smoke, flashes, laser, weapons, acrobatics, volume) and safety measures taken.

Action

Safety Measure

**Material requirements from the Kammerspiele**

Stage requirements

Prop requirements

Costume requirements

Make-up requirements

Other requirements

**Children**

If children are participating in the performance, please attach the permission of the Labour Inspectorate (Gewerbeaufsichtsamt).

**Animals**

**Surtitles / Translation**

**obstructed view**

**Position of the prompter**

**Miscellaneous**

**Contacts to the different departments**

**Lighting**

Christian Schweig

christian.schweig@muenchen.de

0049 89-233 36673

**Sound**

Wolfram Schild

wolfram.schild@muenchen.de

0049 89-233 36958

**Video / Surtitles**

Nicolas Hemmelmann

nicolas.hemmelmann@kammerspiele.de

0049 89-233 36961

**Make-Up**

Brigitte Frank

brigitte.frank@muenchen.de

0049 89-233 36965

**Costumes**

Beatrix Türk

beatrix.tuerk@muenchen.de

0049 89- 233 37040

**Props**

Stefan Leeb

s.leeb@muenchen.de

0049 179 5262703

**Loading and parking**

* **There are no parking spaces for trucks or cars on the premise of the Münchner Kammerspiele!**
* Access without interruption to the loading area of the Münchner Kammerspiele is possible mondays till fridays between 8 a.m. and 3 p.m. due to a roadblock on the Falckenbergstraße. On request a roadblock can be arranged outside these usual times.
* Please consider that trucks heavier than 7,5 tons require a Sunday driving permit on Sundays and holidays from 0 – 22h according to § 30 III, IV StVO.
* There is a lifting table in the work yard for loading and unloading trucks. Measurements: 2m x 4m,max. height: 1,34m, max. load: 2.000kg