

## SAFETY REGULATIONS FOR EVENTS

February 2010 version

## Contents

<b>Contents:</b> .....	<b>2</b>
<b>Preliminary remarks/ Application</b> .....	<b>3</b>
<b>1. Notification and authorisation requirements</b> .....	<b>3</b>
<b>1.1 Notification requirements prior to the event</b> .....	<b>3</b>
<b>1.2 Technical rehearsals, guest performance test log book</b> .....	<b>3</b>
<b>1.3 Permits and inspections by the authorities</b> .....	<b>3</b>
<b>1.4 Costs and risks of projects subject to notification and authorisation</b> .....	<b>4</b>
<b>2. Persons responsible</b> .....	<b>4</b>
<b>3. Safety-related operating regulations</b> .....	<b>5</b>
<b>3.1 Traffic regulations, rescue routes, safety installations</b> .....	<b>5</b>
<b>3.2 Installations and superstructures for events</b> .....	<b>5</b>
<b>3.3 Decorations, fittings, props</b> .....	<b>6</b>
<b>3.4 Special fire protection regulations</b> .....	<b>7</b>
<b>3.5 Health and safety, environmental protection</b> .....	<b>7</b>

## Preliminary remarks/ Application

These Safety Regulations apply to events at the premises of KölnKongress for which ornamentation (decorations) is to be introduced, rostrums, stage areas, stages and grandstands erected and used or technical stage, studio and lighting equipment installed. The department of building regulation, the police, the fire protection services and KölnKongress may issue additional requirements regarding safety and fire protection for a particular event if the type or scale of the event planned gives rise to increased risks for people and property.

The structure and contents of these Safety Regulations have been coordinated among the seven largest convention centres in Germany, the "SevenCenters of Germany". Possible differences in individual cases result from legal specifics applying in the various German states and structural conditions in situ. The Safety Regulations implement the requirements of the (*state*) Regulation on the Building and Operation of Special Structures (*Verordnung über den Bau und Betrieb von Sonderbauten*, hereinafter referred to as SBauVO) and the conditions imposed on the KölnKongress by building permit laws.

The event organiser shall ensure that all persons and companies commissioned with the planning and implementation of the event observe the Safety Regulations.

## 1. Notification and authorisation requirements

### 1.1 Notification requirements prior to the event

The organiser is obliged, for reasons of safety and for the best possible preparation and staging of the event, to notify KölnKongress of the following in writing no later than six weeks prior to the event:

- § the name of the organiser's event manager,
- § whether the organiser is sending "persons responsible for event technology" to supervise erection and dismantling and the event itself,
- § the size and arrangement of any stage areas/stages/grandstands, catwalks, proscenia, rostrums and comparable superstructures that are to be erected,
- § the number of visitors expected and the likely audience profile (quiet, normal, difficult),
- § whether stage, studio, lighting or any other technical equipment is to be fitted (load plan),
- § whether technical equipment will be moved or modified during the event,
- § whether technical machinery will be moved or artistic performances take place in or above the auditorium,
- § whether activities involving fire hazards/pyrotechnical effects, the operation of laser devices or fog machines are planned (additional authorisation requirements for these must be observed),
- § whether ornamentation, decorations/fittings/props are to be brought in (proof of fire protection classifications is required),
- § whether a guest performance test log book has been issued for the event,
- § whether the organiser plans a "technical rehearsal" before the event.

Based on the particulars from the organiser, in the run-up to the event KölnKongress will carry out a hazard assessment, on the basis of which the need for qualified event personnel and external service units (fire service, paramedics, security staff, see Articles 40 to 43 SBauVO), and the number of such staff, will be scheduled. Should the organiser fail to deliver the necessary particulars on time, or not deliver them (in full), planning will in principle always be based on an aggravated event risk. All extra expenditure in which this results (in particular personnel costs for security staff) shall be borne by the organiser. Incorrect particulars may lead to restriction, cancellation or abandonment of the event.

### 1.2 Technical rehearsals, guest performance test log book

Where the stage areas used have a floor plate of more than 200m<sup>2</sup>, and at guest performances with their own set construction, a technical rehearsal not open to the public featuring the full set construction must be conducted prior to the first event, unless there are no reservations about dispensing with this owing to the type of event or the scale of the set construction. On the basis of the above particulars specified in Subsection 1.1 KölnKongress will decide (in consultation with the Building Control Body) whether the rehearsal can be dispensed with. If this is not possible the organiser must arrange the probable time and date of the technical rehearsal with KölnKongress in good time. No technical rehearsals are necessary for guest performances for which a guest performance test log book has been issued. The guest performance test log book must be submitted to the building authorities no later than two weeks prior to the event.

### 1.3 Permits and inspections by the authorities

Event premises and areas are made available on the basis of escape-route and seating plans with a set maximum visitor capacity approved by the authorities. Departures from the existing approved escape-route and seating plans (e.g. by altering the seating arrangement or the escape routing and by erecting marquees, rostrums, grandstands, special constructions or temporary demountable structures) must be authorised by KölnKongress. As a rule measures of this kind are subject to permission from the department of building regulation and must be inspected and authorised by the building authorities and the fire department.

#### 1.4 Costs and risks of projects subject to notification and authorisation

For the above and all subsequent projects designated in the Safety Regulations as being subject to notification and authorisation the organiser may be required to submit documents, plans, testimonials, test certificates, expert opinions and technical approvals of structural and fire safety measures. KölnKongress will assist the organiser with the implementation of authorisation procedures. The duration and expense of the authorisation procedure, including the authorisation risk, shall be the full responsibility of the organiser.

## 2. Persons responsible

### 2.1 Responsibility of the organiser

The organiser is responsible for the event programme and for making sure that the event runs safely and smoothly. The organiser must take steps to ensure compliance with the maximum admissible visitor capacity in the event premises and event areas made available to the organiser. Overcrowding is strictly forbidden. The organiser will be responsible for public safety within the venue, for the duration of use of said venue, in respect of decorations, fittings, props, installations and superstructures, suspensions, cables laid and technical stage, studio and lighting systems fitted by the organiser or by third parties engaged by the organiser. In respect of all objects and materials brought in, the organiser shall comply with the requirements of these Safety Regulations as well as with the operating regulations of the SBauVOV and with accident prevention regulations, notably the accident prevention regulations of the BG Regulation for Staging and Production Facilities for the Entertainment Industry (*Veranstaltungs- und Produktionsstätten für szenische Darstellungen – UVV BGV C1*). Compliance with all further laws and regulations, notably those contained in the German Protection of Young Persons Act (*Jugendschutzgesetz*) the German Sunday and Holiday Observance Act (*Sonn- und Feiertagsgesetz*), the German Working Hours Act (*Arbeitszeitgesetz – AZG*), the German Labour Protection Act (*Arbeitsschutzgesetz*), the German Non-Smokers' Protection Act (*Nichtraucherschutzgesetz*), the German Industrial Code (*Gewerbeordnung*) and the provisions of the German Pollution Control Law (*Immissionsschutzrecht*) relating to noise is also the sole responsibility of the organiser.

### 2.2 Responsibility of the event manager

The organiser shall name to KölnKongress a person with decision-making powers (see Subsection 1.1), who will be present for the entire duration of the event as event manager. The event manager shall take part in a joint tour of inspection of the venue and familiarise him/herself with the event premises including the escape and rescue routes. If KölnKongress so requests, prior to the event the event manager will take part in consultation on/instruction in the safety regulations to be observed. The event manager shall take the appropriate steps to ensure that the event runs in an orderly and safe fashion. The event manager is obliged to be present during event operations, must be available at all times and must take any decisions that may be necessary in consultation with the contact named by KölnKongress, the authorities and external service units (fire service, police, building authorities, the municipal public order and safety office, paramedics). The organiser's event manager will be duty bound to suspend event operations if this is called for by any danger to people in the venue, if technical systems, facilities or mechanisms necessary to safe operation are not in working order or if the operating regulations of the SBauVO are not (or cannot be) complied with. The event manager will be assisted by a contact named by KölnKongress.

### 2.3 Persons responsible for event technology, event technicians

The organiser shall provide, at the organiser's own expense and subject to the following stipulations, persons responsible for event technology and event technicians.

The set-up and dismantling of technical stage, studio and lighting equipment at events with capacities for more than 5,000 visitors or on stage areas measuring more than 200 m<sup>2</sup> as well as technical rehearsals must be managed and supervised by at least one "person responsible for event technology". At events with capacities for fewer than 5,000 visitors or during the erection and dismantling of stage areas measuring between 50 m<sup>2</sup> and 200 m<sup>2</sup> the presence of one event technician will suffice.

At dress rehearsals, events, broadcasts or recordings of events in places of public assembly capable of holding audiences of more than 5,000 or on stage areas measuring more than 200 m<sup>2</sup> two persons responsible for event technology must be present. At events in places of public assembly with capacities for fewer than 5,000 visitors or during the erection and dismantling of stage areas measuring between 50 m<sup>2</sup> and 200 m<sup>2</sup> the presence of one event technician will suffice.

Exceptions: If the safety and operability of the technical stage, studio and lighting equipment and the other technical systems in the venue were checked by persons responsible for event technology or by event technicians prior to the event, if the type of event or event programme do not pose any hazards and these systems and equipment are not moved or otherwise altered during the event, on the basis of a hazard assessment to be carried out by KölnKongress the necessary technical supervision may, in individual cases, be placed in the hands of a technician or another "supervising person". This is subject to the proviso that the supervising person is familiar with the technical equipment and systems.

### 2.4 Responsibility of KölnKongress

KölnKongress and the persons engaged by it are entitled and obliged to carry out spot checks to ascertain whether the organiser is complying with the operating regulations of the SBauVO and these Safety Regulations. For this purpose they must be granted access at all times to the event premises and areas.

## 2.5 Security staff

Only qualified companies approved by KölnKongress who are sufficiently familiar with the venue, also in the event that it becomes necessary to clear the premises, may be used as security staff. The number of security staff needed will be determined by the type of event, the number of visitors, potential risks posed by the event and any additional requirements from the building authorities and the authorities responsible for public order. The duties specified in the SBauVO are incumbent on the security staff.

## 2.6 Exercising the rules of the house

On behalf of the organiser and alongside KölnKongress, within the premises and areas placed at the organiser's disposal the event manager shall enforce the rules of the house vis-à-vis visitors to the event and vis-à-vis third parties commissioned, on the basis of these Safety Regulations and the house rules currently in force. KölnKongress will continue to exercise the rules of the house vis-à-vis and alongside the organiser, and vis-à-vis visitors and third parties while the event premises and event areas are placed at the organiser's disposal, subject to the following provision. The security staff engaged will assist with enforcement of the house rules.

The organiser and the organiser's event manager shall immediately put an end to violations of the house rules, of these Safety Regulations, of event-related statutory regulations or of official orders. KölnKongress will be entitled to arrange for substitute performance at the organiser's expense if the latter does not take immediate action after previously having been requested to do so. If substitute performance is not possible or cannot reasonably be expected, if the organiser refuses to have the substitute performance carried out or to meet the costs thereof, as a final resort KölnKongress may demand that the organiser vacate and surrender the event premises placed at the organiser's disposal. If the organiser fails to comply with such a demand, KölnKongress will be entitled to have the event abandoned and the premises vacated at the organiser's expense and risk.

## 3. Safety-related operating regulations

### 3.1 Traffic regulations, rescue routes, safety installations

#### 3.1.1 Driving on the grounds

In the event premises of KölnKongress and throughout the grounds the German road traffic code (StVO) applies. The speed limit signposted for the grounds applies to all vehicles. Regardless of the vehicle type, people drive onto the grounds at their own risk. KölnKongress reserves the right to check vehicle loading spaces and containers carried by individuals when they enter or leave the grounds. Depending on developments in erection and dismantling activities as a result of other events taking place at the same time, the grounds may be closed to vehicle traffic at times.

#### 3.1.2 Forklifts and lift trucks

Motor-driven devices, such as forklift trucks driven by the organiser and companies engaged by the organiser, may not be driven into the foyer and hall areas of the premises of KölnKongress. The use of hand-operated devices by the organiser to transport loads (e.g. lift trucks) is possible. Before transporting loads in the premises of KölnKongress, the organiser and companies engaged by the organiser shall obtain information on the permissible floor load capacity and type of floor.

#### 3.1.3 Fire service access zones

The access routes and free movement zones for fire services indicated by no-parking signs must be kept free at all times. Any vehicles parked or objects placed on rescue routes or security areas will be removed at the owner's cost and risk.

#### 3.1.4 Emergency exits, escape exits, corridors, aisles

These rescue routes must be kept free at all times. Any doors situated on such routes must be easy to open from inside in their full width. Rescue routes, exit doors and emergency exits and any signposting of these must not be obstructed, covered over or otherwise rendered unrecognisable. Corridors and aisles may not be restricted at any time during the event by objects placed in or projecting into them. Such corridors and aisles serve as escape routes in case of danger. Fire and smoke control doors must not be kept open by means of door stops or other objects.

#### 3.1.5 Safety equipment

Fire alarms, hydrants, fire extinguishers and extinguishing lines, smoke flaps, trigger points for smoke extraction systems, smoke alarms, telephones, vents for opening and closing heating and ventilation systems, smoke extraction devices, the signs pointing to them and green emergency exit signs must at all times be easily accessible and visible; they must not be obstructed, covered over or otherwise concealed.

### 3.2 Installations and superstructures for events

#### 3.2.1 Technical equipment in the premises of KölnKongress

As a general rule all the permanent technical installations already in the building may be operated only by KölnKongress personnel or by service companies associated with KölnKongress and permitted to do so by contract. This also applies to all connections that have to be made to the KölnKongress' utility networks (e.g. electricity, water and telecommunications). Unless otherwise agreed, the organiser shall not be entitled to request that KölnKongress remove from the event premises technical equipment that it has itself installed there.

#### 3.2.2 Organiser's technical equipment

The technical equipment fitted by the organiser and/or companies engaged by the organiser must comply with the generally accepted technical rules and standards, most particularly the requirements of the accident prevention regulations BGV C1 and

BGV A3 in respect of safety and operability. Electrical (control) systems must not be accessible to visitors and must be suitably secured.

### 3.2.3 Suspensions

For safety reasons suspensions from the ceilings and supporting structures may only be carried out by service partners engaged by KölnKongress. The organiser shall report any necessary suspensions to KölnKongress prior to the event (see Subsection 1.1) and arrange for them with KölnKongress. Suspensions are to be implemented in accordance with the generally accepted technical rules and standards. The prescribed load limits must be observed. In cases of doubt a static assessment of the suspensions will be commissioned at the organiser's expense.

### 3.2.4 Installations and superstructures, grandstands, rostrums, stairs, stage areas, special constructions

All installations and superstructures in the venue and the erection of temporary demountable structures on the open air grounds are subject to notification and possibly also to authorisation (see Subsection 1.3). Installations and superstructures may not be permitted to impair the effect of fire protection systems (e.g. automatic fire-extinguishing installations and equipment, smoke aprons etc.). Installations and superstructures are to be designed in such a way that their stability cannot be impaired by dynamic vibrations. The construction supporting the floors of rostrums, stage areas and grandstands must be made of non-flammable building materials. Under no circumstances may flammable materials and materials that form flaming droplets or toxic gases be used. The DIN 4102 and EN 13501-1 norms (the reaction to fire behaviour of building materials and components) must be observed. The organiser may be requested to submit an official test certificate on the classification and the required characteristics of the building materials.

### 3.2.5 Carpeting, floor coverings

Carpeting and other floor coverings must be fitted in such a way that they pose no danger of people sliding, tripping or falling. Carpeting and other floor coverings must be laid so as to be accident-proof. Only adhesive tape that can be removed without leaving any residue may be used for fitting. Self-adhesive carpet tiles are not permitted. All the materials used must be removed without a trace. The same applies to substances such as oil, grease, paint, lacquers and the like. The hall floors may not be painted.

### 3.2.6 Wavebreakers

Where standing space for visitors is arranged in front of stage areas at concerts, the visitor spaces must be partitioned off from the stage area by means of an enclosure in such a way that an aisle at least 2 metres wide is left between the stage area and the enclosure for the security staff and rescue teams.

Where standing space for more than 5,000 visitors is arranged in front of stage areas at concerts, sections of standing space accessible only from the sides must be formed by at least another two enclosures (wavebreakers) in front of the stage area. The enclosures (wavebreakers) must be at least 5 metres apart at the sides and at least 10 metres apart across the width of the stage area. Upon application, in individual cases the Building Control Body will rule on possible exemptions regarding the installation and arrangement of enclosures (wavebreakers).

At concerts with standing space for fewer than 5,000 visitors appropriate enclosures (wavebreakers) must be installed where this is called for by the type of event, in particular owing to the audience profile expected. In the absence of any instructions in this regard from the authorities, KölnKongress will decide on this on the basis of a hazard assessment.

The organiser shall bear the cost of providing, erecting and dismantling wavebreakers and of filing any exemption applications with the authorities.

### 3.2.7 Glass

For constructions made of glass, safety glass only may be used. The edges of plate glass must be treated or protected in such a way as to rule out the danger of injury. Building components made entirely of glass are to be marked at eye level.

### 3.2.8 Bolts, holes, nails

Driving in bolts and affixing anchors, knocking in nails and nailing and drilling holes, wherever they may be, is prohibited. Countersinking bolts is likewise not permitted.

## 3.3 Decorations, fittings, props

### 3.3.1 Decorations

Materials, ornaments and curtains used to decorate the event must consist at least of flame-retardant material (B1 in accordance with DIN 4102 or at least Class C in accordance with EN 13501-1). Decorations in necessary corridors, aisles and staircases (rescue routes) must consist of non-flammable materials (A in accordance with DIN 4102 or A1 in accordance with DIN EN 13501-1). Materials used more than once must be re-checked for their fire-retardancy and, if necessary, re-treated. The organiser may be requested to submit an official test certificate on the required characteristics of the material.

All the materials installed must be far enough from sources of ignition, spotlights and sources of heat to prevent them from being able to catch fire. Decorations must be attached directly to walls ceilings or fittings. Decorations (freely) suspended in a room are permissible only if they are at least 2.5 metres from the floor and do not impair the effect of automatic fire-extinguishing equipment. Decorations made of natural plant arrangements may remain on the premises only for as long as they are fresh. Bamboo, reed, hay, straw, bark mulch, peat, (fir) trees without roots and similar materials do not satisfy the aforementioned requirements. KölnKongress will decide on exceptions in consultation with the fire services.

The use of balloons filled with non-hazardous gas and of other flying objects must be authorised by KölnKongress prior to the event.

### 3.3.2 Fittings

Fittings forming part of stage sets and scenery (e.g. wall, floor and ceiling elements) must consist at least of flame-retardant material. At the request of KölnKongress the organiser must submit certificates to this effect documenting the objects' fire-retardancy.

### 3.3.3 Props

Props are furnishings for stages and sets. They must exhibit at least the regular fire protection grade.

## 3.4 Special fire protection regulations

### 3.4.1 Open fire, flammable liquids, gases and pyrotechnics

The use of open fire, flammable liquids, gases and pyrotechnical objects, explosive and other easily flammable substances is prohibited. The ban will not apply insofar as the reason for their use lies in the type of event and the organiser has consulted with KölnKongress and the fire service on the necessary fire protection measures in the specific case. The use of pyrotechnical objects must be approved by the authorities and overseen by a suitable person as specified in explosives legislation. The following documents are to be submitted: the permit, proof of competence, the insurance policy (pyrotechnics liability insurance) and permission from the authorities. The insurer will bear the costs of the official permits and of security for the event when pyrotechnical objects are used.

### 3.4.2 Candles, kitchen equipment and devices for keeping food hot

Subject to the consent of KölnKongress, candles and similar sources of light used as table decorations and open fire may be used in specially designated kitchen equipment for the preparation of food ("contained candle light").

### 3.4.3 Flammable packaging materials

The organiser shall remove flammable packaging materials from the venue without delay. Under no circumstances may packaging materials, waste or remnants of materials be stored under or on stages, grandstands or rostrums.

### 3.4.4 Vehicles with combustion engines

The introduction of vehicles with combustion engines into the venue is always subject to notification and authorisation. As a rule the maximum permissible fuel contents are restricted to the secondary fuel tank (the Low Fuel lamp must light up), the fuel tank cap must be locked and the battery disconnected. Further security measures may be stipulated.

### 3.4.5 Work involving fire, welding, cut-off grinders and high temperatures

All types of work involving fire and high temperatures are prohibited in the venue. Exceptions may be made only with the prior written authorisation of KölnKongress.

## 3.5 Health and safety, environmental protection

KölnKongress is committed to protecting the health of all the people present in the venue and to preventive measures in environmental protection. As a contracting partner of KölnKongress, the organiser shall ensure that the organiser's contractors and business partners in the premises of KölnKongress are also committed to compliance with all regulations pertaining to health and safety and to environmental protection.

### 3.5.1 Health and safety

All erection and dismantling work shall be carried out in compliance with the health and safety regulations and accident prevention rules currently in force, notably the provisions of UVV BGV A1 and UVV BGV C1. The organiser and the companies engaged by the organiser are themselves responsible for observation of the accident prevention rules and the health and safety regulations. The organiser and the companies engaged by the organiser shall in particular ensure that their erection and dismantling work does not endanger other people present in the venue. As far as necessary, the organiser shall take steps to ensure appropriate coordination of such work. If this is not possible, the organiser shall temporarily suspend the work and report to KölnKongress.

### 3.5.2 Noise levels, hearing protection

Organisers of music performances at which high sound pressure levels (volume) are to be expected bear sole responsibility for examining whether, and if so which, preventive measures are necessary to avoid harm to the audience. It is their sole responsibility to adopt the requisite measures. By suitably restricting the volume, the organiser shall ensure that no harm comes to visitors and third parties during the event (sudden deafness and the like). As a generally accepted technical norm, DIN 15 905 "Event technology – sound engineering" (*Veranstaltungstechnik – Tontechnik*), Part 5 contains "Measures to prevent damage to the audience's hearing as a result of exposure to high sound pressure levels from electro-acoustic sound reinforcement systems" (*Massnahmen zum Vermeiden einer Gehörgefährdung des Publikums durch hohen Schalldruckpegel bei elektroakustischer Beschallungstechnik*). The organiser must observe this. Furthermore, the organiser shall make available a sufficient quantity of hearing protection devices (e.g. ear plugs) and provide them to visitors on request if the possibility of excessively high sound pressure levels causing harm to visitors cannot definitely be ruled out. This must be clearly indicated in the entrance area to the venue.

### 3.5.3 Laser systems

The operation of laser systems is reportable, and **XXX** must be notified thereof. Laser systems must satisfy the requirements of DIN EN 60825-1 "Safety of laser devices" (*Sicherheit von Lasereinrichtungen*). Class 3b and 4 laser systems must be reported

prior to operation to the competent supervisory authority (*Amt für Arbeitsschutz* – Office of Health and Safety) and examined by a publicly appointed and accredited expert for their technical safety. KölnKongress must be notified of the inspection date for this. The test certificate must be submitted to KölnKongress prior to the event. Attached to the notification shall be the written appointment of a laser safety officer to be present at the event.

#### **3.5.4 Smoking ban**

Insofar as a ban on smoking is imposed in the premises of KölnKongress, the organiser shall ensure that the smoking ban is enforced during the set-up, dismantling and staging of the event.

#### **3.5.5 Handling waste**

In accordance with the principles of the German Recycling and Waste Management Act (KrW-/AbfG) the accumulation of waste in the course of set-up / dismantling and during the event is to be avoided as far as possible. Unavoidable waste should be disposed of sustainably (recycled rather than thrown away). The organiser is obliged to make an effective contribution to this.

The organiser shall ensure that all materials (ornamentations, packaging, decorations etc.) as well as installations and superstructures, brought onto the grounds of the venue by the organiser or the organiser's contractors are removed again entirely after the event. Only substances and materials that cannot be reused (and have therefore become waste) are to be disposed of through the KölnKongress waste disposal system, for which a charge will be made. KölnKongress must be notified immediately of any special waste that arises (waste requiring special supervision) and separate disposal thereof arranged for through licensed KölnKongress service partners.

#### **3.5.6 Waste water**

The disposal of solid or liquid waste through the waste water system (toilets, drains) is strictly prohibited. Where mobile catering is used, care must be taken to collect and dispose of fats and oils separately. Cleaning work must always be carried out using bio-degradable products.

#### **3.5.7 Environmental damage**

Environmental damage / pollution on the grounds (e.g. resulting from the leakage of gasoline, hazardous substances) must be reported immediately to KölnKongress.

*NOTICE: This is an English translation of the original German document. Should there be any discrepancies between the two, the German original shall prevail.*



Compulsory Notifications for Your Event \_\_\_\_\_ on \_\_\_\_\_

Dear Sir or Madame,

To ensure that your event can take place safely and successfully, we still require some important details. Please complete this form in full and fax it back **no later than 6 weeks** before the event to the **fax number** \_\_\_\_\_.

**1. Name of the Lessee's event manager:**

Mr./Ms. \_\_\_\_\_

Mobile no:

**2. Details of the Event:** (enclose description, if appropriate)

	mark X	
	Yes	No
2.1 Set-up of scenery areas/stages/platforms (indicate size!)	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Set-up of stage/studio/lighting equipment	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Movements of/changes in technical equipment during the event	<input type="checkbox"/>	<input type="checkbox"/>
2.4 Set-up/use of equipment in audience area	<input type="checkbox"/>	<input type="checkbox"/>
2.5 Artistic activities in or above the audience area	<input type="checkbox"/>	<input type="checkbox"/>
2.6 Use of fog machines	<input type="checkbox"/>	<input type="checkbox"/>
2.7 Acts involving risk of fire	<input type="checkbox"/>	<input type="checkbox"/>
2.8 Use of pyrotechnical effects	<input type="checkbox"/>	<input type="checkbox"/>
2.9 Use of laser equipment	<input type="checkbox"/>	<input type="checkbox"/>
2.10 Bringing decorations into premises	<input type="checkbox"/>	<input type="checkbox"/>
2.11 Bringing equipment and props onto stages (for 2.10 and 2.11, note and verify fire-safety classes)	<input type="checkbox"/>	<input type="checkbox"/>
2.12 Miscellaneous	<input type="checkbox"/>	<input type="checkbox"/>

**3. Event-Technology Officer / Expert**

	Yes	No
3.1 Lessee brings along its own qualified experts with proof of qualification	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Lessor should provide qualified personnel	<input type="checkbox"/>	<input type="checkbox"/>

**Note:** Officers / Experts are required by § 40 SBauVO NRW if stage/studio/lighting equipment or other technical equipment are to be set up on stages or scenery areas in excess of 50m<sup>2</sup>.

**4. Technical rehearsal under § 40 (6) SBauVO:**

	Yes	No
4.1 Performances will take place on scenery areas exceeding 200m <sup>2</sup>	<input type="checkbox"/>	<input type="checkbox"/>
4.2 A guest-performance event with own scenery is taking place	<input type="checkbox"/>	<input type="checkbox"/>
4.3 You have a guest-performance test book	<input type="checkbox"/>	<input type="checkbox"/>
4.3 In your view, a technical rehearsal is necessary	<input type="checkbox"/>	<input type="checkbox"/>

**Note:** Based on the details you have provided, KölnKongress will determine, if necessary together with the building supervisory authority, whether a technical rehearsal is required. If this should be necessary, you will be notified by KölnKongress.

The Lessee/Event-Organiser hereby confirms the completeness and accuracy of the above details:

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Signature, Company stamp of Lessee