



## SAFETY REGULATIONS FOR EVENTS

As of May 2013

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## Preamble/areas of application

The following safety regulations are applicable to events in the Konzerthaus Freiburg, Messe Freiburg, Historisches Kaufhaus and Rottecksaal (hereinafter referred to as the venues), involving:

- activities that cause a fire risk such as the use of pyrotechnics, lasers or smoke machines;
- the use or construction of podiums, stands, stages, etc.;
- the erection of stage, studio and lighting or other technical equipment; or
- decorations, fittings, props, etc. being brought into the venue.

Additional safety and fire protection requirements for events can be obtained from building legislation authorities, the police, fire protection agencies and the Freiburg Wirtschaft Touristik und Messe GmbH & Co. KG (hereinafter FWTM) if the type or scale of the planned event poses elevated risks to people and assets.

The venue regulations of Baden-Württemberg (Versammlungsstättenverordnung – VStättVO) are to be implemented along with these Safety Regulations. FWTM's contracting parties shall ensure that they and any other people or companies charged with the planning and execution of an event adhere to the Safety Regulations.

## 1. Disclosure and licensing obligations

### 1.1 Disclosure obligations before the event

FWTM's contracting party (hereinafter the Organiser) must inform FWTM of all services, organisational and technical details, the beginning and end times of the event and times of admission and the planned layout of the venue, rooms and areas, at the latest six weeks before the event. The organisational and technical details include in particular:

- the name of the event manager
- whether the Organiser has "people responsible for event engineering", who will oversee construction and dismantling in addition to the event itself
- the size and structure of any stages/stage areas/stands, gangways, forestages, podiums or any comparable constructions
- the number of visitors expected and the likely profile of the audience (peaceable, normal, difficult)
- whether stage, studio and lighting or other technical equipment is to be fitted (load plan),
- whether technical equipment is to be moved or modified during the event
- whether technical machinery is to be moved or whether artistic performances will take place in or above the auditorium
- whether activities involving fire hazards/pyrotechnical effects, the operation of laser devices or smoke machines are planned (additional licensing requirements must be observed)
- whether ornamentation, decorations/fittings/props are to be brought in (fire protection classification must be proven)
- whether a guest performance rehearsal log has been issued for the event
- whether the Organiser plans to hold a "technical rehearsal" prior to the event.

Based on the details provided by the Organiser, FWTM shall carry out a risk assessment prior to the event, on the basis of which the need to apply for official authorisation and the number of qualified events personnel and external services (fire service, medical services, stewards/security staff) can be calculated (see sections 40 to 43 VStättVO). If the Organiser fails to provide information on time or at all (in full), planning shall inherently be based on a higher event risk. All additional costs incurred as a result, in particular personnel costs for fire safety staff, medical and security services, are to be paid by the Organiser. Incorrect information may lead to the event being restricted, cancelled or discontinued.

### 1.2 Technical rehearsals, guest performance rehearsal log

If performance areas with a floor surface area of over 200 m<sup>2</sup> are to be used or if there are to be guest performances with their own set constructions, a non-public technical rehearsal with full set construction must be carried out prior to the first event, unless the type of event or scale of set construction (safely and unobjectionably) mean that this is not necessary. FWTM shall decide whether the rehearsal can be foregone based on the information specified in subsection 1.1 (and in consultation with the building supervisory authority). If this is not the case, the Organiser must agree the expected time and date of the technical rehearsal with FWTM in advance. No technical rehearsal is necessary for guest performances for which a guest performance rehearsal log has been issued. The guest performance rehearsal log must be submitted to the building authorities no later than two weeks prior to the event.

## 1.3 Permits and inspections from authorities

Event venues and areas are made available on the basis of escape routes and seating plans with a set maximum capacity approved by the authorities. Deviations from the existing approved escape routes and seating plans, for example by changing seating arrangements or escape routes or constructing marquees, podiums, stands, special or temporary constructions, must be approved by FWTM. As a rule, measures of this kind require official approval in accordance with building legislation and must be authorised by the building authorities and the fire department.

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

The Organiser may be required to provide the originals of documents, plans, reports, test certificates, expert opinions and technical approvals for structural and fire protection measures for all plans previously and subsequently identified in the Safety Regulations as being subject to notification or approval. FWTM shall assist the Organiser in the authorisation process. The cost and duration of the authorisation process, including the risk of authorisation, are 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 the safe, smooth running of the event. The Organiser must ensure that the maximum admissible capacities of the venues and event areas made available to him/her are not exceeded. Overcrowding of venues is strictly forbidden. It is the legal duty of the Organiser to maintain public safety within the venue, for the duration of its use, with regard to any constructions and installations, decorations, fittings, props, suspended structures, laid cables and technical stage, studio and lighting equipment fitted by the Organiser or by delegated third parties. He/she must adhere to the requirements of these Safety Regulations in addition to the specifications of Part I, VStättVO and with accident prevention regulations, in particular those of the Occupational Health and Safety Regulations for Staging and Production Facilities for the Entertainment Industry (UVV BGV C1: Veranstaltungs- und Produktionsstätten für szenische Darstellungen), for all objects and materials brought into the venue. The Organiser is also solely responsible for the observance of generally acknowledged technical standards and all further laws and regulations applicable to the event. This includes in particular the German Protection of Young Persons Act (Jugenschutzgesetz), Sunday and Holiday Observance Act (Sonn- und Feiertagsgesetz), Working Hours Act (AZG), Labour Protection Act (Arbeitsschutzgesetz), Non-smokers' Protection Act (Nichtraucherschutzgesetz), Industrial Code (Gewerbeordnung) and the noise regulations under the German Emission Control Law (Immissionsschutzrecht).

### 2.2 Responsibility of the event manager

The Organiser must provide FWTM with the name of a person with decision-making authority (see subsection 1.1), who shall be present as the event manager throughout the duration of the event. The event manager must participate in a local inspection of the venue and familiarise him/herself with the event rooms including emergency exits and escape routes. On FWTM's request, the event manager shall participate in a consultation/orientation session regarding the Safety Regulations to be observed, prior to the event. The event manager is additionally required to be present at all safety meetings, in particular those deemed necessary by the fire service and/or police and/or FWTM.

The event manager is responsible for the organised and safe running of the event. He/she must be present during the event itself, be contactable at all times and make any necessary decisions in consultation with the appointed FWTM contact person, the authorities and external services (fire brigade, police, building authorities, public administration office, medical services). The Organiser's event manager is obliged to stop the event if necessary due to any danger to people having arisen in the venue, if safety-related technical equipment, installations or fixtures are not functioning or if the requirements of the VStättVO are not being (or cannot be) met. The event manager will be assisted by an appointed FWTM contact person.

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

The Organiser shall provide persons responsible for event technology and event technicians at his own costs and in accordance with the following stipulations:

The construction and dismantling of technical stage, studio and lighting equipment for events with capacities of more than 5,000 or for performance areas with a floor surface area of over 200 m<sup>2</sup>, as well as technical rehearsals, must be conducted and supervised by at least one "person responsible for event technology". The presence of one event technician is sufficient for events with capacities of less than 5,000 or for the construction and dismantling of performance areas of between 50 m<sup>2</sup> and 200 m<sup>2</sup>.

Two persons responsible for event technology must be present at general rehearsals, events, broadcasting or recordings of events in venues with capacities of more than 5,000 or on performance areas of over 200 m<sup>2</sup>. The presence of one event technician is sufficient for events in venues with capacities of less than 5,000 or on performance areas of between 100 m<sup>2</sup> and 200 m<sup>2</sup>.

**Exceptions:** In individual cases where the safety and operability of the technical stage, studio and lighting equipment and other technical equipment in the venue have been checked by persons responsible for event technology or by event technicians prior to the event, where the type of event and event programme do not pose any dangers and where the equipment is not to be moved or otherwise modified during the event, the necessary technical supervision may be carried out by an event technician or another "person in supervisory capacity", on the basis of a risk assessment conducted by FWTM. This is subject to the condition that the event technician or person in supervisory capacity is familiar with the technical equipment.

#### **2.4 Responsibility of FWTM**

All building facilities and installations and all technical equipment that the contracting partner orders from FWTM for the event must be serviced/operated exclusively by FWTM technical personnel or by FWTM's qualified technical service partners.

FWTM is entitled to check at random whether the Organiser is complying with the requirements of the VStättVO and these Safety Regulations. For this purpose, any persons assigned to the task must be granted open access to the event rooms and areas at all times.

#### **2.5 Stewards and security personnel**

Only qualified security companies that have been approved by FWTM and that are sufficiently familiar with the venues and the arrangements for their evacuation may be employed as stewards and security personnel. The number of stewards and security personnel required is determined by the type of event, number of visitors, potential event risks and any additional requirements of the planning and security service authorities. Stewards and security personnel are responsible for the tasks stipulated in the VStättVO. The Organiser must provide and employ the stewards and security personnel at his/her own cost.

#### **2.6 Fire brigade, police, medical services**

Depending on the type and size of the event, FWTM shall notify the fire brigade, police and medical services. The scale of these services (number of staff required) depends on the type of event, the number of visitors, the risks specific to the individual event and any requirements set by the authorities. The Organiser must provide and employ the fire brigade, police and medical services at his own cost. Members of the fire brigade, police, medical services and construction supervision authority must be granted open access to all areas of the venue at all times.

#### **2.7 Execution of domiciliary rights**

Alongside FWTM and within the rooms and areas made available to him/her, the event manager exercises the domiciliary rights for the Organiser with respect to the event visitors and commissioned third parties, on the basis of these Safety Regulations and the applicable house regulations. FWTM shall continue to exercise the domiciliary rights vis-à-vis the Organiser and alongside the event manager, and vis-à-vis visitors and third parties throughout the duration of the permission of use of the event rooms and areas, in accordance with the subsequent regulation. The commissioned security staff shall assist with the enforcement of the domiciliary rights.

The Organiser and event manager shall stop any violations of the house regulations, these Safety Regulations, event-related legal requirements or conditions from the authorities. FWTM is entitled to take remedial action at the Organiser's expense if he does not act promptly on previous demands. If remedial action is not possible or unsuitable or if the Organiser does not allow it or refuses to meet the costs, FWTM may as a last resort demand that the event areas be cleared and surrendered. In the event that the Organiser does not follow such a request, FWTM shall be entitled to stop the event, and even have the venue cleared at the expense and risk of the Organiser.

### **3. Safety-related rules of operation**

#### **3.1 Traffic regulations, escape routes, safety devices, safety arrangements**

##### **3.1.1 Driving in the grounds**

The German Road Traffic Ordinance (STVO) applies throughout the grounds of the venue. The maximum speed limit for all vehicles is 10 km/h (walking pace). Driving in the venue's grounds is only permitted after clearance from FWTM. To ensure visitors' safety, driving in the grounds of the venue is as a rule only permitted after the venue has been cleared. This applies in particular to vehicles that are driven within the venue grounds for dismantling purposes. The grounds may be temporarily closed to motor vehicles. For any type of vehicle, driving within the grounds is at the driver's own risk. FWTM reserves the right to check vehicles and containers carried by individuals upon entering or leaving the grounds.

##### **3.1.2 Forklifts and pallet trucks**

Motor-driven equipment such as forklift trucks may only be driven in event areas, foyers and halls by the Organiser and the companies commissioned thereby with express authorisation from FWTM. The Organiser or the companies commissioned by him/her must obtain information on the permissible floor load capacity and the type of flooring before transporting loads at FWTM.

##### **3.1.3 Fire service access areas**

The access routes and manoeuvring areas for fire services marked with "no stopping" signs must be kept clear at all times. Vehicles and other objects parked or stored in escape routes and safety areas shall be removed at the owner's risk and expense.

##### **3.1.4 Emergency exits, escape hatches, corridors, gangways**

These escape routes must be kept clear at all times. Doors along escape routes must be able to be easily opened wide from the inside. Escape routes, exit doors, escape hatches and their markings must not be blocked, covered or otherwise distorted. Escape routes must not be restricted by stored or protruding objects at any time from the beginning to end of the event, until after the venue has been completely cleared. Corridors and gangways serve as escape routes in the event of danger. Fire and smoke-proof doors must not be held open by wedges or other objects.

##### **3.1.5 Safety devices**

Fire alarms, hydrants, fire extinguishers and control units, smoke flaps, trigger points for smoke extraction systems, smoke alarms, telephones, opening and closing vents for heating and ventilation systems, smoke extraction devices and signs pointing to them as well as the green emergency exit signs must be accessible and visible at all times and must not be blocked, covered or otherwise made unrecognisable.

##### **3.1.6 Safety advice, electro-acoustic systems (ELS)**

FWTM shall check the performance of the ELS in advance, prior to public admission. FWTM reserves the right to broadcast visual and acoustic safety advice on video display walls and over the PA system between admission and the beginning of the event.

##### **3.1.7 Safety arrangements**

The Organiser must observe the venue's safety arrangements and implement them fully in cooperation with FWTM. FWTM reserves the right to demand that the Organiser prepares and implements event-specific safety arrangements if necessary due to the type and scale of the event.

#### **3.2 Fittings and structures for events**

##### **3.2.1 The venue's technical equipment**

As a rule, any existing, permanently installed building facilities must only be operated/serviced by FWTM personnel or by service companies that are permitted to do so by contract and are associated with FWTM. This applies to all connection points to be installed to supply grids (e.g. power, gas, compressed air, water, telecommunications) in the venue. Unless otherwise agreed, the Organiser shall have no right to demand that FWTM remove installed technical facilities from the event rooms.

### 3.2.2 The Organiser's technical equipment

Any technical equipment brought in by the Organiser or by companies commissioned by him must comply with the generally acknowledged technical standards and in particular the requirements of the Accident Prevention Regulations BGV C1 and BGV A3 regarding safety and functionality. Electrical equipment and control panels must not be accessible to visitors and must be appropriately secured.

### 3.2.3 Suspensions

Suspensions from ceilings and supporting structures must only be worked on by or under the supervision of qualified service partners authorised by FWTM. The Organiser must notify FWTM and agree on any necessary suspensions before the event (see subsection 1.1). Suspensions are to be installed in accordance with generally acknowledged technical standards. The load limits provided must be observed. In cases of doubt, a static assessment of the suspensions shall be requested at the Organiser's expense.

### 3.2.4 Fittings and structures, stands, podiums, steps, stage areas, special constructions

All fixtures and structures in the venue, as well as any temporary constructions in the open grounds, are subject to notification and authorisation (see subsection 1.3). Any fire protection installations (e.g. automatic fire extinguishing units, smoke barriers, etc.) must not be hindered by fittings and structures. Fittings and structures must be constructed in such a way that their stability is not affected by dynamic vibrations. Substructures supporting the floors of podiums, stage areas and stands must be made of non-flammable building materials. Easily flammable materials that drip or produce toxic gases when burning must not be used in any circumstances. The German standard DIN 4102 or EN 13501-1 (Fire behaviour of building materials and building components) must be observed. An official test certificate of the building material class and the required characteristics of the material may be required.

### 3.2.5 Carpets, flooring

Any carpets or other flooring must be laid in such a way that no danger of slipping, tripping or falling is posed to people. Carpets and other floorings must be accident proof. They must only be fixed using tape that can be removed without leaving a residue. Self-adhesive carpet tiles are not permitted. All materials used must not leave a residue upon removal. The same applies for substances such as oil, fats, colours and similar. Hall floors must not be painted.

### 3.2.6 Wave breakers

If standing places for visitors are arranged before the stage area for a concert event, these must be separated from the stage area by a barrier so that a path at least 2 m wide is available for security services and rescue workers between the stage area and the barrier.

If more than 5,000 standing places for visitors are arranged in front of concert stage areas, at least two more barriers (wave breakers) must be used in front of the stage area to create standing areas that are only accessible from the sides. The barriers (wave breakers) must be at least 5 m apart at the sides and at least 10 m apart across the width of the stage area. The building supervisory authority shall decide on request about possible individual exemptions concerning the construction and arrangement of barriers (wave breakers).

For concerts with less than 5,000 standing places, corresponding barriers (wave breakers) must be erected if necessary depending on the type of event and in particular on the likely profile of the audience. FWTM shall make this decision on the basis of a risk assessment, as long as there are no requirements from the authorities.

The Organiser must bear all costs for the preparation, construction and dismantling of wave breakers and for possible exemption applications to the authorities.

### 3.2.7 Glass and acrylic plastic

Only safety glass may be used in glass constructions. Glass edges shall have been finished, or shall be protected in such a way as to not pose any risk of injury. Structural elements made entirely of glass must be marked at eye level.

### 3.2.8 Bolts, holes, nails

It is forbidden to bring in bolts and riggings, drive in nails or knock or bore holes. Countersinking bolts is also not permitted.

## 3.3 Decorations, fittings, props

### 3.3.1 Decorations

Materials, decorations and curtains used to decorate the event must be made of at least flame-resistant material (B1 pursuant to standard DIN 4102 or at least class C according to EN 13501-1). Decorations in vital corridors, gangways and stairwells and landings (escape routes) must be made of non-flammable materials (A pursuant to DIN 4102 or A1 pursuant to DIN EN 13501-1). Materials that are repeatedly used must be retested for flame resistance and re-proofed if necessary. An official test certificate of the required characteristics of the material may be necessary.

The use of adhesives on walls, doors, columns and ceilings is generally forbidden.

All materials brought in must be kept far enough away from sources of ignition, lamps and heat sources that they cannot be ignited. Decorations must be mounted directly to walls, ceilings or fittings. Interior (free) hanging decorations are only permitted if they are a minimum of 250 cm from the floor and do not hinder automatic fire extinguishing units. Decorations made from natural plant materials may only be used in the rooms when fresh. Bamboo, reeds, straw, bark-chip mulch, turf, (pine) trees without roots or similar materials do not meet the aforementioned requirements. FWTM shall consult with the fire service on any exceptions.

The use of balloons filled with safety gas and other flying objects must be authorised by the FWTM prior to the event.

### 3.3.2 Fittings

Fittings forming part of stage set design and scenery, such as wall, floor and ceiling elements, must consist of at least flame-resistant materials. Corresponding certificates concerning the flame-resistance of objects must be presented upon FWTM's request.

### 3.3.3 Props

Props are moveable parts of stage set design or scenery, including in particular furniture, lights, pictures and kitchenware. They must consist of materials with at least "normally flammability".

## 3.4 Special fire protection regulations

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

The use of open fire, flammable liquids, gases, pyrotechnics, explosives and other easily ignited materials is forbidden. This restraint does not apply, however, if the use is justified in the type of event and if the Organiser has agreed the individual fire protection measures necessary with FWTM and the fire service. The use of pyrotechnic articles must be authorised by the authorities and must be supervised by a person legally competent with explosives. Proof of permit ownership, a certificate of competence, insurance policy (pyrotechnics liability insurance) and authorisation from the authorities must all be submitted. The Organiser must bear the costs for the authorisation from the authorities and insuring the event for the use of pyrotechnic articles.

### 3.4.2 Candles, kitchen and heating equipment

The use of candles and similar sources of light as table decorations as well as the use of open fire in cooking equipment intended for food preparation is permitted with the approval of FWTM ("controlled candlelight").

### 3.4.3 Flammable packaging materials

The Organiser must promptly remove flammable packaging materials from the venue. Packaging materials, rubbish or remnants must never be stored under or on stages, stands or platforms.

### 3.4.4 Vehicles with combustion engines

Vehicles with combustion engines in the venues are always subject to notification and authorisation. As a rule, the maximum permissible quantity of fuel shall be limited and the fuel tank cap must be locked. Further safety measures may be required.

### 3.4.5 Work involving fire, welding, angle grinding and high temperatures

Any type of work involving fire and high temperatures in the venue is forbidden. Exceptions are only permitted under prior written authorisation from FWTM.

## 3.5 Occupational health and safety and environmental protection

FWTM is under obligation to protect the health of all individuals in the venue and to take preventive environmental protection measures. As FWTM's contracting partner, the Organiser must ensure that his contractors and business partners thoroughly adhere to all regulations concerning occupational health and safety and environmental protection.

### **3.5.1 Occupational health and safety**

All construction and dismantling work is to be carried out in compliance with the applicable occupational health and safety regulations and accident prevention rules, in particular those in the UVV BGV A1 and UVV BGV C1. The Organiser and the companies commissioned by him are themselves responsible for complying with accident prevention rules and occupational health and safety regulations. The Organiser and the companies commissioned by him must ensure in particular that any construction and dismantling work does not pose any dangers to other persons present in the venue. As far as is necessary, the Organiser shall coordinate the various tasks to be done appropriately. If this is not possible, he/she shall temporarily suspend the work and report to FWTM.

### **3.5.2 Noise levels and hearing protection**

Organisers of musical performances with expected high sound pressure levels (noise levels) shall independently check whether and which safety measures are necessary to prevent harm to the audience. They are fully responsible for taking the necessary measures. The Organiser shall ensure that visitors and third parties are not harmed during the event ("danger of acute hearing loss, etc.") by restricting noise levels accordingly. As a generally acknowledged technical standard, DIN 15 905 "Event technology – Audio Technology," Part 5, contains measures for preventing risks to the hearing of audience members due to high sound pressure levels in the case of electro-acoustic audio technology. The Organiser must adhere to this standard. Furthermore, the Organiser must provide a sufficient quantity of protective hearing devices (e.g. ear plugs) and make these available to visitors on request, unless the possibility of damage to visitors' hearing due to high sound pressure levels can be completely ruled out. This must be clearly indicated in the entrance area to the venue.

### **3.5.3 Laser systems**

FWTM must be notified of any laser systems that are to be operated. Laser systems must meet the requirements of standard DIN EN 60825-1 "Safety of laser products". Class 3b and 4 laser systems must be reported to the competent supervisory authority (Occupational Health and Safety Office) and examined by a publicly appointed and accredited expert for their technical safety before operation. The examination certificate must be presented to FWTM prior to the event, alongside the written appointment of a laser safety official to be present at the event.

### **3.5.4 Smoking ban**

Where there is a smoking ban in the venue or in individual areas of the venue, the Organiser shall ensure that the smoking ban is adhered to throughout the construction and dismantling stages, and during the event itself.

### **3.5.5 Handling waste**

In accordance with the principles of the German Recycling and Waste Management Act (KrW-/AbfG), the generation of waste must be avoided as much as possible during construction, dismantling and the event itself. Unavoidable waste must be disposed of sustainably (recycling before throwing away). The Organiser is obligated to contribute effectively towards this.

The Organiser shall ensure that all materials (decorations, packaging, etc.), as well as any fittings and structures that he or his contractors bring into the venue grounds, shall be entirely removed after the event. Only materials that cannot be reused (and thus become waste) shall be disposed of via FWTM's disposal system, subject to a fee. FWTM must be promptly informed if hazardous waste (waste that requires monitoring) is generated and separate disposal shall be arranged through FWTM's approved service partners.

### **3.5.6 Waste water**

The disposal of solid or liquid waste via the waste water system (toilets, sewage drains) is strictly forbidden. If mobile catering is used, it must be ensured that fats and oils are caught and disposed of separately. Cleaning must always be carried out using bio-degradable products.

### **3.5.7 Environmental damage**

FWTM must be promptly notified of any environmental damage/pollution in the grounds (e.g. leaking petrol, oil, hazardous substances).

### **3.5.8 Noise protection for residents**

The event must not produce any unreasonable noise pollution for residents of the area surrounding the venue. For musical events and events with particularly high levels of noise, exterior doors and windows must be kept closed. Noisy activities must be avoided on workdays before 7:00am and after 10:00pm and on Sundays and public holidays. Failure to comply may result in restrictions to construction and dismantling work as well as the event itself.