



Safety Regulations

Area of application:

These organisational and technical safety regulations are to be applied if decorations (scenery) are brought in, podiums/stands/scene areas are to be used or erected, or if stage, studio, technical lighting or other technical equipment are to be constructed by the customer or third parties engaged by him for an event in the darmstadtium. Additional safety and fire protection requirements for an event can be stipulated by the construction authorities, the police and the fire protection services, in particular where increased risks for people and material goods may arise at the type of event planned.

1. Communication and Notification Obligations for the Organiser

1.1 Event assembly:

The Organiser is obliged to inform WKD in writing at the latest **6 weeks** before the event, for safety reasons and for optimum preparation and execution of the event of

- the name of the Event Manager
- whether 'the persons responsible for event technology' of the organiser will supervise the assembly and dismantling as well as the event
- the size of any necessary scene areas/stages/vstands, catwalks or platforms to be constructed
- whether staging, studio, technical lighting or other technical equipment will be brought in or suspended from the ceiling
- whether movement or adaptation of technical equipment will be done during the event
- whether technical machine movements or artistic presentations will take place in or above the spectator area
- whether fire-risk treatments/pyrotechnic effects, operation of laser equipment or smoke machines are planned (observe the requirement to obtain approval)
- whether decorations, scenery/fixtures/requisites will be brought in (certificate referring to their fire classification to be supplied)

The Organiser will receive from WKD, promptly in advance of the event, a form on which the aforementioned obligation details are to be provided.

1.2 Fire Alarm System:

An automatic fire alarm system is installed in the darmstadtium. The Organiser must provide notification in good time of smoke, fire, heat and an unusual formation of dust, smoke machines etc. so that the fire alarm system can be adjusted accordingly. If a false alarm happens due to the Organiser omitting to notify the appropriate details, then the costs arising from this will be charged on to the Organiser.

1.3 Technical Tests:

On using scene areas of more than 200 m² in floor space and for guest performances with their own scene construction, a non-public technical test with full scene construction must in principle be carried out before the first event, if this cannot be dispensed with due to the type of the event or the scope of the scene construction (when unobjectionable). The darmstadtium will decide on the basis of the details in No.1.1 (in agreement with the construction supervision authorities) whether the test can be dispensed with. If this is not the case, the Organiser must inform the construction supervision authorities of the planned time of the technical test at least 24 hours beforehand.

1.4 Presentation of the Guest performance Testbook:

With guest performances for which a guest performance testbook is issued, no further technical tests/ acceptance is required. The guest performance testbook must be presented to the construction supervision authorities punctually, at least 1 week before the event, by the Organiser. WKD will take on the service of submitting the guest performance testbook to the construction supervision office if the guest performance testbook is delivered to them punctually by the Organiser.

1.5 Official notification and licensing procedures,

irrespective of their type, must be carried out by the Organiser at his own costs and risks. WKD will support the Organiser on request.

2. Persons Responsible

2.1 Organiser's Responsibility:

The Organiser is responsible for the event programme and the safe, smooth running of the event. He is liable for the legal duty to maintain safety within the conference centre, where this relates to decorations, equipment, requisites, structures, platforms, suspensions, cables laid and stages, studios and also technical lighting equipment brought in by him or by his fulfilment or vicarious agents for the duration of the rental period. With regard to all items and materials brought in he must adhere to the requirements of the sample

Assembly Room Regulations (subsequently called MVStättV) and the accident prevention regulation BGV C11 'event and production areas for staged presentations'. He is also obliged to observe the youth protection law, the Sunday and bank holidays law, the Industrial Code, the emission protection rights for noise regulations and the local closing time regulations.

2.2 Event Manager:

On request from WKD, the Organiser must name the person authorised to make decisions who will be present during the handover of the areas and for the whole duration of the event as the Event Manager. **The Event Manager must participate in the inspection of the tenancy object and familiarise himself with the conference centre.** The Event Manager must ensure proper and safe running of the event. He is obliged to be present during the operation, must be contactable at all times and must if necessary make essential decisions in agreement with the nominated darmstadtium contact person, the authorities and external auxiliary agents (fire service, police, building authorities, office for public order, sanitary services). The Organiser's Event Manager is liable for abandonment of an event operation if danger to people in the conference centre makes this necessary, if essential technical safety installations, equipment or appliances are not functioning or if the operating regulations of the Assembly Room Regulation (see also Figure 3 for this) are not complied with or cannot be complied. The Organiser's Event Manager will be supported by a contact person nominated by WKD. He is unreservedly responsible, alongside the Organiser's Event Manager, for the continued application of domiciliary rights in respect of all people within the conference centre.

2.3 Responsible and specialist staff for event technology

will be provided by WKD at the Organiser's cost where the Organiser does not have appropriately qualified staff available.

The **assembly and dismantling** of stages, studios and technical lighting equipment and scene areas of more than 200 m², as well as technical tests must be managed and supervised by at least one person who is responsible for event technology. If the scene area is between 50 m² and 200 m² the presence of a specialist in event technology is sufficient.

With **dress rehearsals, events, broadcasts or recordings** of events on scene areas of more than 200 m² there must be at least a person responsible for event technology in the specialist field of stages/studio or the specialist field of halls, as well as a responsible person for event technology in the specialist field of lighting present in the conference centre. If the scene area is between 50 m² and 200 m² the presence of a specialist with at least 3 years of professional experience in event technology is sufficient.

If the safety and function performance of the stage, studio and technical lighting and other technical equipment in the conference centre has been checked before the event by those responsible for event technology or by specialised staff, no risks emerge from the type or course of the event, and if this equipment is not moved or otherwise changed during the event; by way of a risk assessment carried out by WKD the necessary technical supervision can be taken over in individual cases by a specialist or other 'supervisory person'. The prerequisite is that it must be a person who is conversant with the technical equipment.

2.4 WKD's Responsibility:

WKD and the people commissioned by them are entitled and obliged to inspect by random testing whether the provisions of the Assembly Room Regulations and these safety regulations are being observed by the Organiser. For this, access to the areas and rooms leased must be guaranteed to them at all times. Upon breach of these safety regulations and of event-related legal regulations or official directives, WKD can request immediate vacation and surrender of the subject of the contract by the Organiser. If the Organiser does not comply with such a request then WKD is entitled to have the evacuation carried out at the Organiser's risk and expense.

3. Technical Safety Operating Regulations

3.1 Technical Facilities:

All permanently installed facilities in the assembly rooms may only be operated by WKD personnel; this also applies to connections to the lighting and all other buildings infrastructure. The Organiser is not permitted to bring third-party equipment into the WKD or to remove pre-installed technical equipment from the premises. In exceptional cases, which shall require the written consent of WKD, the technical equipment brought in by the Organiser or companies engaged by it must comply with the generally accepted technical standards in respect of safety and functionality.



3.2 Escape Routes and Seating Plans:

For the seating in the conference rooms the approved escape routes and seating plans are compulsory. Any change to the escape routes and seating plans (e.g. due to change in the arrangement of visitor seats) requires the express agreement of WKD and an additional construction authority licence as routine. Over-occupancy of the conference rooms is strictly forbidden.

3.3 Fire Vehicle Movement Zones:

The essential access routes and areas of movement for fire service vehicles marked by no-stopping signs must be kept free at all times. Vehicles and items which are parked on the escape routes and safety areas will be removed at the owner's risk and expense.

3.4 Safety Equipment:

Fire alarms, water points, hydrants, fire extinguishers and hoses, smoke valves, release points for smoke exhaust equipment, smoke alarms, telephones, cable sealing boxes and opening and closing vents for heating and ventilation facilities, their signs and the green emergency exit signs must always be accessible and visible, must not be obstructed, obscured or otherwise rendered unrecognisable.

3.5 Emergency Routes, Emergency Exits, Corridors, Walkways:

These escape routes must be kept clear at all times. The doors in the path of escape routes must be able to be easily opened to their full extent from inside. Escape routes, exit doors, emergency exits and their signs must not be obstructed, obscured or otherwise rendered unrecognisable. Corridors must at no time be narrowed by items deposited or protruding into the corridor. In cases of danger all corridors are used as escape routes.

3.6 Stands, podiums

and other structures which the Organiser brings into the conference areas need authorisation by WKD and if necessary by the construction authorities. They must be constructed in such a way that their safety condition will not be affected by dynamic vibrations. The requirements of MVStättV with reference to the equipment mentioned and of DIN 4102 (fire properties of building materials, components) are to be observed and adhered to for all items brought in.

3.7 Decorations:

Materials, decorations and curtains used to decorate the event must consist of highly flame-resistant material at the least (in accordance with DIN 4102 or at least Class C in accordance with EN 13501-1). Decorations in essential corridors, walkways and stairways (escape routes) must consist of non-flammable materials. Materials which are used repeatedly must be re-checked as to their high degree of inflammability and re-impregnated if necessary. WKD can insist that the Organiser presents his appropriate certificates regarding the flame-resistance of articles. All materials brought in must be placed far enough away from sources of ignition, spotlights and electric heaters that they cannot catch fire from them. Decorations must be mounted directly on to walls, ceilings or equipment. Freely-suspended decorations in rooms are only permitted if their distance from the floor is at least 2.5 m. Decorations made of natural plant parts can only be located in the rooms as long as they are fresh. Bamboo, reed, hay, straw, bark mulch, turf, (pine) trees without bales or similar materials do not sufficiently satisfy the aforementioned requirements (danger of catching fire from tobacco goods). The fire service will decide upon exceptions. The use of air balloons filled with safety gas and other flying objects must be approved by the darmstadtium.

3.8 Fixtures (=elements of stage and production designs)

such as wall, floor and ceiling parts of stage and production designs must consist of highly flame-resistant materials at the least.

3.9 Requisites (equipment items for stage and scene formations)

must consist of standard flame-resistant material at the least. Flammable material must be located far enough away from ignition sources, spotlights and electric heaters that it will not catch fire from these.

3.10 Flammable Packing Materials and Waste

must be removed from the leased areas immediately by the Organiser. No waste or leftover flammable material of any kind may be stored under or on stages and podiums. Waste can be disposed of by the darmstadtium facilities provided for this for a fee. The Organiser must dispose of any hazardous waste under his own responsibility.

3.11 Removal of Unauthorised Building Components, Materials:

Structures, equipment, requisites and decorations (materials) brought into the conference rooms which are not authorised or do not comply with these technical safety regulations are not permitted for construction in the conference centre, and must be removed or changed at the Organiser's cost as necessary.

3.12 The use of open fire, flammable liquids, gases and pyrotechnic items,

explosive and other dangerous substances is forbidden. The prohibited use does not apply where the use of open fire, flammable liquids and gases as well as pyrotechnic items is based on the type of event and where the Organiser has agreed the required fire protection measures in individual cases with WKD and the fire brigade (see Appendix 1). The use of pyrotechnic items must be approved by the authorities and must be supervised by a person who is suitably qualified in accordance with the German law on explosives. Proof of the holder of the licence and the competence permit must be presented. The use of candles and similar light sources as table decorations, as well as the use of open fire in the kitchen facility provided for the preparation of food, is permissible with agreement from WKD.

3.13 Laser Equipment:

The operation of certain laser equipment must correspond to social insurance company for occupational accidents regulations and be notified to the relevant authorities. A written appointment of a laser protection commissioner for the operation of the laser equipment must be included with the notification. Furthermore the intended use must be notified to WKD.

3.14 Grinding works, heat works:

welding, cutting, soldering, thawing and grinding work is forbidden in the conference centre. Exceptions are only permitted upon prior notification and agreement with WKD.

3.15 Blasting holes and hitting in nails, hooks

and suchlike into floors, walls and ceilings is not permitted. Bolt fixings are likewise not allowed. Laying of carpets or other decorative material directly on to the floor by the Organiser must be done so that there is no risk of people slipping, stumbling or falling. Adhesive markings, carpet fixings and similar items may only be done with non-residue removable carpet laying tape. WKD will charge the Organiser a soiling fee for any above average soiling or difficult to remove bonding materials.

3.16 Suspended Structures

Suspended structures in the darmstadtium may only, for safety reasons, be made exclusively by WKD contracted service partners. The Organiser must inform WKD of any necessary suspended structures promptly before the event.

3.17 Noise Levels at Music Events

Organisers of musical performances must check at their own responsibility whether and which safety measures are necessary for avoiding damage to listeners' hearing. They must undertake the required measures at their own responsibility. The Organiser must ensure an appropriate limit to the noise levels whereby visitors and third parties will not suffer damage during the event (risk of an acute hearing loss, amongst others). As a generally recognised technology regulation, DIN 15 905-5 'Event technology-audio technology Part 5: contains measures for avoiding endangering the hearing of the public through high sound pressure levels in electrical acoustic technology. This is to be observed by the Organiser. The Organiser will provide a sufficient number of ear protectors (earplugs) available to visitors on request. This will be clearly indicated in the entrance area.