

## **Safety Terms and Conditions**

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## **Safety Terms and Conditions**

### **Application Area**

The current technical and organisational Safety Terms and Conditions apply to all events involving the erection of decorations, podiums, stands or performance areas, and/or the setup and installation of stages, studios, lighting or other technical equipment. Additional safety and fire protection regulations for events can be downloaded from the web pages of the relevant building supervisory authorities, police and fire protection authorities. In particular, this applies when the nature of the planned event gives rise to increased risk to persons and property.

### **House Rules**

The premises of STATION Berlin are private property owned by STATION 10963 Berlin GmbH. They exercise domestic authority together with the event organiser. The House Rules apply to all persons who enter or drive onto the private property at STATION Berlin. This is plainly visible at the main entrance.

### **Fire Safety Regulations**

The fire safety regulations apply to all persons on the premises. The regulations stipulated here help to protect against hazards and serve as self-protection. All operators, event organisers, exhibitors, etc. are obliged to observe the fire safety regulatory framework of STATION Berlin and to instruct their employees accordingly. The fire safety regulations are displayed at the entrance gates.

### **1. Notification and Reporting Requirements of Lessee**

#### **1.1 Event Setup**

For reasons of safety and to ensure the event is optimally prepared and executed, the lessee is obliged to notify STATION Berlin about the following in writing at least six weeks prior to the event (see Appendix: Mandatory Details):

§ Name of the event manager

§ Whether the lessee's "Persons Responsible for Event Technology" will supervise the setup and dismantling as well as the event itself

§ Size of performance areas/stages/stands to be set up

§ Whether stage, studio, lighting or other technical equipment has to be installed

§ Whether movements or alterations are to be made to technical equipment during the event

§ Whether the event will include moving machinery and/or artistic presentations inside or above the audience area

§ Whether dangerous presentations involving fire, pyrotechnics, lasers or fog machines are to be used (note: subject to approval!)

§ Whether decorations, furnishings or props are to be used (certificates must be submitted with fire class)

Based on the details provided by the event organiser, STATION Berlin will assign a hazard rating to the event in advance. This hazard rating will be used to determine whether official approvals are necessary and to plan the extent of qualified personnel and external emergency personnel (fire-fighters/ fire safety staff, paramedics, security staff) for the event. For more information, refer to §§ 40 to 43 of VStättVO (Operator Liability). If the event organiser is late in providing details or these details are missing or incomplete, the hazard rating of the event will be set higher. Any additionally incurred costs, particularly personnel costs for fire safety staff, paramedics and security staff, shall be borne by the event organiser. If the details provided are incorrect, the event may be restricted, cancelled or aborted.

### **1.2 Fire Alarm System**

STATION Berlin is equipped with an extensive fire alarm system that is directly connected to the Berlin Fire Department. When triggered, the fire alarm system automatically leads to a deployment of the Berlin Fire Department. If an alarm is triggered in an area for which the lessee is responsible, the costs shall be borne by the lessee. In such case, STATION Berlin will send the lessee a preliminary invoice of 2000 € to be balanced later with the actual costs of the fire department deployment. The lessee is obliged to inform STATION Berlin and receive consent for any procedures that could potentially trigger the fire alarm system, and to document this in writing. In addition to conventional smoke detectors, halls 1/ 3/ 5/ 7/ 7.1/ 7.2 are also equipped with laser light barriers. If these barriers are breached, (riser, balloons, flags, smoke etc.), an alarm will be triggered!

The central fire alarm system must be permanently occupied by one fire safety worker throughout the duration of the event. The plans must include the deployment of at least two fire safety persons to patrol for each hall. If fire detectors are to be deactivated in halls or parts thereof, a deployment of fire safety staff must be planned as a compensatory measure. The number of fire safety persons and their deployment periods are to be determined by STATION Berlin. These costs shall be covered in full by the lessee.

### **1.3 Technical Rehearsal**

If the event includes performance areas larger than 200m<sup>2</sup> or guest performers with their own sets, a private technical rehearsal must be held with the entire set unless deemed unnecessary due to the type of performance or the size of the set (given that it is safe). On the basis of the lessee's details and in consultation with the supervisory authority, STATION Berlin will decide whether or not the rehearsal is required. If this is not the case, the lessee must inform the supervisory authority when the technical rehearsal is to be held with at least one day notice.

### **1.4. Submission of Guest Performance Certification Log**

No further technical rehearsals/inspections are required for guest performers in possession of a guest performance certification log. The guest performance certification log must be submitted punctually by the lessee to the building supervisory authorities at least one week prior to the event. Provided that the guest certification log has been received from the lessee in due time, STATION Berlin shall undertake to submit the guest performance rehearsal log to the building supervisory authority.

### **1.5 Official Reporting and Approval Processes**

Event rooms and areas shall be made available with officially approved escape routes and seating plans with a stipulated maximum visitor capacity. Any deviation from the existing approved escape routes and seating plans (e.g., through changes to the seating plan or escape routing, erection of tents, podiums, stands, special and temporary structures), requires the consent of STATION Berlin. Any such measures

must comply with building laws and are subject to the approval of the building supervisory authority and fire department.

### **1.6 Costs and Risks of Projects Subject to Reporting and Approval**

For the above and any subsequent projects subject to notification and approval as stipulated in the Safety Terms and Conditions, the event organiser may be required to submit documents, plans, test or other certificates, expert opinions, and technical approvals of structural and fire-safety measures. STATION Berlin undertakes to execute the required approval procedures, applications for road closures, and organization of no-parking zones and stopping restrictions. The duration and costs of the procedure including the risk of approval shall be borne in full by the event organiser.

## **2. Persons Responsible**

### **2.1. Responsibilities of Lessee**

The lessee is responsible for the event programme and ensuring that it runs safely and smoothly. Throughout the duration of the rental period, the lessee is obliged to ensure public safety within the place of assembly with respect to all decorations, furnishings, props, structures, podiums, rigging, installed cables as well as all stage, studio and lighting equipment. With respect to all installed objects and materials, the lessee shall comply with the Building Regulations and Accident Prevention Regulations BGV C1 "Event and Production Sites for Stage Presentations".

Furthermore, the lessee is also responsible for ensuring compliance with the German Youth Protection Act, Public Holidays Act, Trade Regulation and Federal Immission Control Act.

### **2.2 Lessee's Event Manager**

The lessee must choose an event manager who is authorised to make decisions and notify STATION Berlin about this person. The event manager must be present when the premises are handed over and must remain on the premises throughout the entire duration of the event. The lessee's event manager must be present when the rented premises are initially viewed and become familiar with the place of assembly. The event manager must ensure that the event is conducted in an orderly and safe manner. The event manager must be present during the event and available at all times. Furthermore, the event manager must make all required decisions together with the STATION Berlin Representative and in coordination with public authorities and other services (fire department, police, building authorities, public order office, and paramedics).

The lessee's event manager is obliged to stop the event whenever persons at the place of assembly are at risk, if safety-relevant systems, equipment, or devices malfunction, or anytime the Building Regulations (see paragraph 3) are (or could be) violated. The event manager of the lessee shall be assisted by a STATION Berlin Supervisor. Next to the lessee's event manager, the STATION Berlin Supervisor is authorised to exercise the House Rules without restriction over all persons at the place of assembly.

### **2.3 Event Engineering Officers and Technicians**

Event Engineering Officers and Technicians

According to §§ 33 and 34 BetrVO (building regulations), Event Engineering Officers and Event Technicians must be named for any event where stage, studio and lighting or other technical equipment are to be set up at the premises. Based on the mandatory details of the event, STATION Berlin evaluates whether Event Technicians will be necessary, and if so, how many. All costs of deploying Event Technicians shall be covered by the lessee. At least one Event Engineering Officer must supervise and monitor the setup and dismantling of stages, studios, lighting or

other technical equipment on sets larger than 200 m<sup>2</sup>, and technical rehearsals. Only one Event Technician is required for sets covering 50 –200 m<sup>2</sup>.

For general rehearsals, events, broadcasts or recordings of events on sets larger than 200 m<sup>2</sup>, separate Event Engineering Officers are required for “Stage/Studio”, “Hall” and “Lighting”. On set sizes ranging between 50 m<sup>2</sup> and 200 m<sup>2</sup>, the presence of one Event Technician shall suffice.

The security and functionality of the stage, studio and lighting equipment or other technical equipment at STATION Berlin shall be inspected prior to the event by the Event Engineering Officer or Event Technicians. If this inspection indicates that the entire event presents no hazards and that the equipment does not move or otherwise change during the event, the hazard assessment performed by STATION Berlin may determine that one Event Technician or Supervisor is sufficient for the event. As a prerequisite, this person must be familiar with the technical equipment.

#### **2.4 Responsibilities of STATION Berlin**

STATION Berlin and their appointed personnel are authorised and obliged to perform spot checks as to whether the lessee is in compliance with the Building Regulations and the present Safety Terms and Conditions. To this end, they must always be allowed access to the rented rooms and areas. If the present Safety Terms and Conditions, event-relevant legal regulations and/or official decrees are breached, STATION Berlin may immediately evict the lessee and demand return of the lease. If the lessee fails to comply with an appropriate request, STATION Berlin is authorised to evacuate the premises at the expense of the lessee. It is mandatory that the lessee books a technical supervisor from STATION Berlin to supervise all event setup, performance and breakdown. The Head of Fire Safety and Technical Supervisor from STATION Berlin will technically inspect the installations and structures before the event starts. The inspection must be held at least 4 hours prior to the opening to public but ideally should be held on the previous day. This must be agreed upon in advance. The inspection will be documented.

#### **2.5 Safety and Security Officers**

Only qualified safety and security personnel approved by STATION Berlin may be deployed who are familiar with the premises and evacuation procedures in cases of emergency. The required number of safety and security officers will be determined on the basis of the event type, number of visitors, potential risks at the event, and, when applicable, any additional requirements from the building and security authorities. STATION Berlin has the final word on the size of the security staff.

Basic security services must be leased for the premises during the entirety of the leased period. The minimum requirements are: Securing the emergency exits and perimeter of the leased area; patrolling throughout the event area or hall; supervision of main entrance and entrance gates; parking attendant; and security checks at entrance.

Basic security services will be provided by PTB Security GmbH. As a regular partner of STATION Berlin and provider of our own building security services, PTB Security GmbH is familiar with the security aspects of our premises. If the lessee provides third-party security services, STATION Berlin will instruct them in the various aspects of security at the premises. The event organiser shall bear all costs for providing and using security staff.

#### **2.6 Fire Department, Police, Paramedics**

STATION Berlin shall determine the scope of fire department, police and paramedic services depending on the event type and size. The scope of these services (number of persons) shall be determined on a case-by-case basis and depends on the type of

event, attendance, event-specific risks and any provisions determined by the relevant authorities.

The event organiser shall bear all costs of providing and deploying fire department, police and/or paramedic services. Fire department, police, paramedic services and building supervisory authorities must always be given access to the entire the area of assembly.

## **2.7 Enforcing the House Rules**

Along with STATION Berlin, the lessee's event manager is authorised to exercise the current Safety Terms and Conditions and House Rules vis-à-vis event visitors and any appointed third parties in the leased rooms and areas.

Furthermore, STATION Berlin exercises domestic authority over the event organiser and, in cooperation with the event organiser, over visitors and third parties throughout the duration of the lease in accordance with the following provisions.

The authorised security services assist in enforcing the House Rules. Any breaches of the House Rules, the current Safety Terms and Conditions, event-related legal requirements, or against event-related legal provisions or official decrees shall be rectified immediately by the event organiser and event manager. If the event organiser fails to act immediately on being requested to do so, STATION Berlin is authorised to exercise this authority at the expense of the event organiser. If such an action is impossible or unacceptable on behalf of STATION Berlin or if the event organiser refuses to cover the incurred costs, STATION Berlin may as a last resort demand evacuation and relinquishment of the rented space or areas. If the event organiser fails to comply with this request, STATION Berlin is authorised to abort the event and evacuate the premises at the expense of the event organiser.

## **3. Safety-Related Operating Regulations**

### **3.1 Traffic Regulations, Driving on Premises**

Berlin traffic regulations (StVO) are applicable in all passable areas at the STATION Berlin premises. A speed limit of maximum 10 km/h (walking speed) applies to all vehicles. Vehicles shall not be driven on the premises until STATION Berlin has granted permission. For reasons of visitor safety, vehicles may not travel on the premises until the place of assembly has been evacuated. This applies in particular to vehicles that arrive at the premises for dismantling.

The premises can be closed temporarily for motor vehicles. All motor vehicle drivers proceed at their own risk. STATION Berlin is authorised to inspect the cargo holds of motor vehicles and containers carried by individuals at the entry and exit points of the premises. Taxis are not permitted to drive on the premises.

Auxiliary motor vehicles, such as forklifts, require the express consent of STATION Berlin before they can be driven by the event organiser or any hired third-party vehicle operators. It is forbidden to operate diesel-based forklifts inside the halls. The event organiser and any hired third-party vehicle operators are obliged to inform themselves about the permissible floor load capacity and conditions.

Depending on the type and extent of the deliveries and structures, it may be mandatory to install safeguards on the buildings such as shock absorbers on the steel columns in the halls as well as on the doors and door reveals. After consulting with STATION Berlin, it may be possible to use motorised shuttle services, drive buses on the premises, and drive trucks on the premises and in the halls for deliveries.

Security personnel from STATION Berlin shall coordinate the arrival and departure of vehicles. The required personnel are adjusted according to the requirements. These costs shall be covered by the lessee. Deliveries via Trebbiner Strasse, the premises of German Museum of Technology or the private and park roads may only be made

in exceptional case and must be applied for in advance. These deliveries must be secured by the security personnel of STATION Berlin.

These costs shall be covered by the lessee. Vehicles of all types may only be parked or stopped after first receiving express consent from STATION Berlin in advance. It is forbidden to remain overnight on the premises. This rule also applies to parked vehicles.

### **3.2 Fire-fighting Lanes and Deployment Zones**

All of the required access lanes marked with stopping prohibition signs and fire-fighting deployment areas must be kept free at all times. Any vehicles or objects parked on escape routes and areas reserved for emergency services shall be removed at the owner's expense.

### **3.3 Emergency Exits, Escape Hatches, Corridors, Walkways**

The escape routes must be kept free at all times. It must be always possible to open escape route doors to their full extent. Escape routes, exit doors, emergency exits and their signs must never be blocked, covered or made otherwise unrecognisable. Escape routes may never be constricted during the event by objects left in the way or protruding until the area of assembly has been fully vacated. In cases of emergency, the corridors and aisles serve as escape routes. Fire and smoke protection doors must never be held open by wedges or any other objects.

### **3.4 Safety Devices**

All fire detectors, extinguishing water taps, fire hydrants, fire extinguishers, smoke vents, trigger points for smoke extraction systems, smoke detectors, telephones, telephone distribution boxes, supply and exhaust air vents of heating and ventilation systems, their signs and the green emergency exit signs must always be accessible and visible and must never be blocked, covered or concealed. Other important safety-relevant systems that must never be impaired are listed in following:

- Smoke barriers of the interior stairs between halls 4 and 5
- Smoke-heat exhaust systems above the window elements in hall 4
- E30 and 10 kV power lines in all other areas
- Laser light barriers in halls 1, 3, 5, 7, 7.2., 7.3 at a height of ca. 5.5 m
- Backflow openings in hall 7, roller shutter
- Backflow openings in hall 4, roller shutter
- All smoke detectors

Installations whose specific design or structure renders existing safety lighting ineffective must be equipped with their own additional safety lighting in accordance with VDE 0108 by the event organiser. Likewise, any compensatory measures such as the installation of temporary escape route signs require the consents of STATION Berlin.

### **3.5 Safety Instructions, Public Address (PA) System**

STATION Berlin shall inspect the functionality of the public address (PA) system prior to the start of the event. STATION Berlin is authorised to test warning announcements on the PA between public admission and the start of the event. The lessee shall be informed in advance that the warning announcements are to be performed. Any PA systems installed by the lessee must be equipped so that warning announcements and alarms are always given priority.

### **3.6 Safety Concept**

The event organiser is obliged to observe the prevailing safety concept at STATION Berlin and to implement it in its entirety in cooperation with STATION Berlin. If deemed necessary for the type and scope of the event, STATION Berlin is authorised to demand that the event organiser develops and implements a specific safety concept for the event.

### **3.7 Escape Routes and Seating Plan**

Compliance with the approved escape routes and seating plans is mandatory in the assembly areas. Any change to the escape routes and seating plans (e.g., changes to the visitor seating arrangements) require the express consent from STATION Berlin and, if applicable, from the building authorities. It is strictly forbidden to exceed the maximum permissible attendance in the assembly areas.

## **4. Installations and Structures for Events**

### **4.1 Technical Infrastructure**

Only personnel from STATION Berlin are permitted to operate any of the permanently installed technical infrastructures in the assembly areas.

### **4.2 Event Organiser's Technical Infrastructure**

All devices and components of technical equipment installed by the lessee or service providers hired by the lessee – particularly electrical equipment, carriers, hoists and supports – must comply with and be tested according to the applicable safety regulations, ordinances, standards and laws, accident prevention regulations and currently accepted state of the art.

These must be indicated through appropriate markings (test badges, seals, stamps) or by presenting test certificates or documents to STATION Berlin before commencing with setup. If this is not done, STATION Berlin is authorised to forbid deployment of said components. Electrical equipment and switchgear must not be accessible to visitors and must be secured appropriately.

To verify that the installation has been properly executed, installation companies must provide proof of certification and a declaration of compliance to STATION Berlin. Unless otherwise agreed upon in advance, the lessee is not authorised to demand that STATION Berlin remove their own technical equipment from the rooms.

### **4.3 Electrical Installations**

All equipment brought from the lessee or from companies hired by the lessee must comply with all applicable VDE and European guidelines and reflect the state of the art. It is mandatory that all circuits are equipped with FI protective circuits (RCD) with 30 mA. Conductive components must be covered by the protection measures for indirect contact (earthing).

The only exceptions to this are electrical supplies for portable electrical consumer equipment (devices etc.) up to 1.5 m in length. Non-insulated wires and terminals are not allowed in low-voltage equipment (lighting systems). Cable systems also have to be completely insulated. Secondary cables must be protected against short-circuiting and overloads. Transformers and converters must be protected with primary and secondary fuses.

Electronic protection devices do not qualify as line protection fuses in accordance with VDE requirements. The lamps of low-voltage systems must be secured against falling. Halogen lamps must be equipped with a protective glass. Power busses must be equipped with protective caps. It is not permitted to fasten them using plastic cable ties. Unauthorised modifications or changes are not permitted following the acceptance procedure.

### **4.4 Rigging, Suspended Objects**

The rigging points at STATION Berlin can be used to fasten equipment for the event. All rigging must be fastened in compliance with generally accepted technical practice. The prescribed loading limits are stipulated in the STATION Berlin planning documents and must be complied with.

On request, STATION Berlin will gladly assist in preparing suitable planning documentation. When dynamic forces are applied, the loading limit must be reduced accordingly. In order to achieve the required rigging points, planning documents are



required at least three calendar weeks prior to setting up the event. These include: a properly dimensioned diagram with the positions of the required rigging points, names of the equipment to be installed (particularly carriers, hoists and supports), a load assumption calculation wherein all forces to be applied to the rigging point are named, and a static calculation of the structures to be installed.

It is forbidden to suspend any loads on to the laser light barriers above the steel beams. It may be necessary in exceptional cases to implement special measures such as hiring fire safety personnel. In cases of doubt, the opinion of a structural expert shall be obtained at the event organiser's expense.

#### **4.5 Installations/ Structures, Stands, Podiums, Steps, Performance Areas, Special Structures, Outdoor areas**

All structures installed in the assembly areas by the lessee require the express consent of STATION Berlin and, if necessary, the building authorities. These structures must be implemented in such a manner where their stability is not impaired by dynamic vibrations. The maximum height of such structures is 2.5 m. Structures in excess of this height require previous consent from STATION Berlin. Any accessible areas bordering others areas with a floor height difference in excess of 0.20 m must be protected using balustrades. All objects brought into the venue must comply with BetrVO regulations as they apply to the given facility as well as with DIN 4102/ EN 13501 (Fire behaviour of building materials, components).

The installations and structures of the lessee must not impair the efficacy of fire protection equipment (e.g., automatic fire extinguishing systems, smoke barriers etc.). Since STATION Berlin is equipped with a sprinkler system, water-proof or water-resistant floors and ceilings are not permitted.

Closed ceilings in excess of 30 m<sup>2</sup> are subject to approval. Documentation of this approval must be provided to STATION Berlin. If required, suitable equipment (fire alarm system, optical-acoustic alarm, mechanical smoke extraction system, sprinkler) must be retrofitted.

The substructure of podiums, sets and stands must be manufactured from non-combustible materials. Official test certificates on the material class and the required material properties must be provided to STATION Berlin in advance. It is forbidden to use any materials that are highly inflammable or that form burning droplets or toxic gases. Special structures and installations and two-storey stands are only allowed in exceptional cases. These must be first submitted to STATION Berlin for approval. STATION Berlin will determine whether or not to approve these structures in consultation with construction supervisors. All standing structures installed outdoors for an event must comply with the building regulations in Berlin [BauO Bln, § 52 (1)] as temporary structures or special structures to be used as places of assembly or similar purposes on the premises of STATION Berlin.

All such special structures must comply with the relevant building regulations in Berlin [BauO Bln] and, particularly, with all subsequent regulations and provisions in their currently valid form: BetrVO, MVStättV, M-FIBauR, DIN EN 13 782, DIN EN 13 814. Standing structures in outdoor areas subject to approval include all structural components that can be classified as regular temporary structures in accordance with BauO Bln § 75 (1) or M-FIBauR, including:

Tents with a floor surface in excess of  $\geq 75.0$  m<sup>2</sup>; stages incl. canopies; grandstands; game/sports and entertainment equipment as well as attractions and amusement rides; free-standing masts and signalling systems for exhibition or presentation purposes; additional extensions and stems to the existing exhibition halls and/or trade fair exhibition tents; all other accessible and/or covered or free-standing stands such as podiums, ramps, canopies and crossings, single and multi-storey pavilions

and/or container structures, structures with fully enclosed cinema, audience or visitor rooms. Banners may only be fastened to the historical rail crossing in the courtyard in exceptional cases and after receiving consent. The bridge structure owner must provide consent in this case. This consent must be applied for at least 2 weeks in advance.

#### **4.6 Carpets, Floor Coverings**

Should the lessee install carpets or other floor decorations these must be installed in such a manner that visitors are not at risk of slipping, stumbling or falling. Carpets and other floor coverings must not project into the escape routes. Tape markings, carpet fixtures and similar may only be fastened using residue-free carpet-laying tape. Self-adhesive carpet tiles are not permitted. It is forbidden to paint the hall floors. All materials must be removed without any residue. Any cleaning costs incurred through breaches of these regulations shall be covered by the perpetrator.

#### **4.7 Glass and Acrylic Glass**

All structures made of glass must comply with the requirements given in "Technical regulations for the use of accident-proof glazing (TRAV)". Only laminated glass may be used. The edges of glass panes must be treated or protected to eliminate injury hazard. Glass components must be marked at eye height immediately after being installed.

#### **4.8 Drilling Holes and Hammering Nails, Earth Anchors in Outdoor Areas**

It is forbidden to drill holes or hammer nails, earth anchors or similar in the outdoor area or into floors, walls and ceilings. It is also forbidden to countersink bolts.

#### **4.9 Decorations**

Any materials used as decorations or curtains must consist of flame-retardant materials (in accordance with DIN 4102 or EN 13501-1). Decorations installed in hallways, corridors and stairwells (escape routes) must not contain any flammable materials. The escape routes also include the locks and stairwells. Materials used repeatedly must be re-checked to verify that they are flame-retardant and, if required, re-impregnated. It is only possible to partially achieve "flame-retardant" status for these materials by re-impregnating them. The flame-retardants in use must be officially approved. Flame-retardant materials must be certified or impregnated in compliance with regulations and proof (certificate) must be provided to STATION Berlin. It is generally forbidden to apply glue to the walls, doors, columns and ceilings. All installed materials must be kept sufficiently far away from sources of ignition, spotlights and radiant heater so that they cannot ignite.

Decorations must be installed directly onto walls, ceilings or other furnishings. Freely hanging decorations are only permissible when they are installed at a minimum distance of 2.50 m from the floor. Given that they are fresh, ornamentations made using decorative elements from real plants may only be used within the rooms. Bamboo, reeds, hay, straw, bark mulch, peat or similar materials generally do not comply with the given requirements (inflammation hazard through tobacco products). Balloons filled with non-hazardous gas and other flying objects must be approved by STATION Berlin. The use of flying objects must never interfere with or damage safety equipment. Rising balloons can trip the fire alarm system if they cross the laser light barriers.

#### **4.10 Furnishings**

Stage and set components such as walls, floors and ceiling elements must, at the very least, consist of flame-retardant materials.

#### **4.11 Props**

Stage and set props must consist of at least one normally flame-retardant material. Flammable material must be kept sufficiently far away from sources of ignition, spotlights and radiant heater to prevent them from igniting.

#### **4.12 Changes to Non-compliant Structures**

Any exhibition stands, structures, equipment, furnishings, decorations (materials) that do not comply with the present Safety Terms and Conditions, or that may not be individually approved, are not permitted at STATION Berlin and must be removed or changed at the expense of the lessee.

#### **4.13 Dismantling**

After dismantling, the areas must be returned to their original condition. The lessee shall be held liable for any damage to the ceilings, walls, gates, doors, flooring and other furnishings. STATION Berlin must be immediately informed about any occurrences of damage.

### **6. Special Fire Protection Regulations**

#### **6.1 Catering**

All work areas such as kitchens, barbecues, returns etc. must be equipped with thick construction foil (B1 flame-retardant). The floors underneath beverage stations and eatery or buffet areas in the visitor area must be equipped with City Clean mats or similar. Catering equipment such as convection ovens, regular ovens, barbecues and similar may only be used after first notifying and consulting with STATION Berlin. The catering service is responsible for bringing a sufficient number of class F fire extinguishers (for oil-based fires in deep fat fryers and other kitchen equipment). It is not permitted to use or store flammable liquids and fire gels without receiving the previous consent of STATION Berlin. It is generally forbidden to use flammable gases, to operate gas-powered kitchen equipment or grain alcohol. It is permitted to use candles and similar light sources as table decorations ("contained candlelight"). Guests may only be served by the catering partner that has been hired by the event organiser and been granted the right to cater.

#### **6.2. Heat-Generating/Emitting Electrical Equipment**

STATION Berlin must be notified about and grant approval on all heat-generating and emitting electrical equipment prior to the event. Depending on the amount of heat generated, flammable substances must be kept sufficiently far away. Heat-generating lights must not be fastened to decorations or similar. Electrical cookers and other equipment that can be hazardous when used in an uncontrolled manner must be switched off at the daily closing time.

#### **6.1 Open Flames, Flammable Liquids, Gases, Paints, Pyrotechnics**

It is forbidden to use open flames, flammable liquids, compressed gases, spray guns or nitrocellulose paints, explosive and other hazardous substances.

This does not apply if the type of event warrants the use open flames, flammable liquids and gases and pyrotechnical objects and the lessee has implemented the mandatory fire protection measures on a case-by-case basis with STATION Berlin and the fire department (see Appendix 1). The use of pyrotechnical equipment must be approved by authorities and supervised by a person certified to operate them. Pyrotechnical operators must provide proof that they are competent and certified to operate pyrotechnical equipment.

Any costs ensuing from official approvals and event security measures for the use of pyrotechnics are at the expense of the event organiser.

#### **6.3 Flammable Packaging Materials**

Flammable packaging material shall be immediately removed from the rented areas by the lessee. It is forbidden to store empty containers, packages and packaging material of any type. All empty containers, packages and packaging material shall be

immediately removed. For a fee, STATION Berlin can provide a limited amount of storage space (internal warehouse).

The waste, recycling and residual material containers in the event areas must be emptied on a regular basis and, by the very latest, at the end of the event. If large quantities of flammable material accrue, these must be disposed of several times a day. Waste material will be disposed of for a fee through the dedicated facilities at STATION Berlin.

#### **6.4 Vehicles with Combustion Engines**

All vehicle exhibitions with combustion motors are subject to notification and approval by STATION Berlin. In general, the tank is fully emptied and made inert using with nitrogen or similar. The tank cap must be closed. The battery must be disconnected. As a further safety measure, fire safety staff must be hired.

#### **6.5 Work Involving Flames, Welding, Abrasive Cutting, Heat**

Welding, cutting, soldering, melting and abrasive cutting are forbidden at STATION Berlin. Exceptions to this rule are only permitted after prior notification and consultation with STATION Berlin. Depending on the type and extent of the work, it may be necessary to switch off fire detectors and to employ fire safety staff.

### **7. Work Safety, Health and Environmental Protection**

STATION Berlin sees itself obligated to ensure the safety of all persons present in the areas of assembly and to protect the environment.

As the contractual partner to STATION Berlin, the event organiser must ensure that all subcontractors and business partners comply with the applicable work safety, health protection and environmental protection regulations.

#### **7.1 Work Safety**

All setup and dismantling work must be performed in compliance with the valid work safety and accident prevention regulations, in particular UVV BGV A1 and UVV BGV C1. The event organiser and its subcontractors are responsible for ensuring compliance with the accident prevention and work safety guidelines. In particular, the event organiser and its subcontractors must ensure that no other persons in the area of assembly are endangered by the setup and dismantling work. Whenever required, the event organiser is responsible for correctly coordinating the work to be performed.

#### **7.2 Sound Levels for Music Events**

For events with musical performances, the event organiser is responsible for checking whether safety measures are required to protect visitors. The lessee is responsible for ensuring that the required measures have been implemented. The lessee must ensure that visitors and third parties are not harmed at the event (hearing damage etc.) by limiting the maximum volume appropriately. A visual representation of healthy volume levels is one of the required measures for protecting visitors from harm and therefore the obligation of the event organiser. An example of generally accepted technical practice is described in DIN 15 905-5 "Event technology – Audio engineering - Part 5: Measures for preventing hearing damage through exposure to high sound-pressure levels from electro-acoustic sound systems". The lessee must comply with the following.

The lessee is obliged to provide sufficient hearing protection (ear plugs) to visitors and to have these ready at their request. These must be plainly visible in the entrance area. In accordance with a noise control assessment for STATION Berlin, the sound level will be measured in spot checks.

#### **7.3 Laser Systems**

Laser systems may only be operated in accordance with professional guidelines and the competent authorities must be notified. A written order for a laser safety officer must be sent together with the notification on operating the laser equipment.

Furthermore, STATION Berlin must also be notified about the intended use (Appendix 1). It is forbidden to use laser equipment / systems of classes 3b and higher.

#### **7.4 Ban on Smoking**

Smoking is generally banned throughout the areas of assembly. The event organiser is responsible for enforcing the smoking ban during setup, dismantling and execution of the event. After consulting with STATION Berlin, smoking areas can be set up and appropriate measures can be implemented such as the deactivation of smoke detectors and hiring fire safety personnel.

#### **7.5 Waste Handling**

In accordance with the basic provisions of the Recycling and Waste Management Act (KrW- /AbfG), the accumulation of waste during events is to be eliminated as much as possible. Any waste that cannot be prevented must be handled in an environmentally sustainable manner (recycling before disposal). The event organiser is obliged to contribute to this process in an effective manner.

The event organiser must ensure that all materials (decorations, packaging, decorations etc.) as well as installations and structures that the lessee set up on the premises of STATION Berlin are entirely removed after the event. Only those substances and materials that cannot be reused may be disposed of via the STATION Berlin disposal system for a fee.

For a fee, waste material can be disposed of at the dedicated facilities at STATION Berlin. The lessee is solely responsible for disposing hazardous waste on their own or through an approved service partner of STATION Berlin. STATION Berlin must be notified immediately about any hazardous waste (waste requiring supervision).

#### **7.6 Waste Water**

The disposal of solid or liquid waste via the wastewater system (toilets, drains) is strictly forbidden. If mobile gastronomy services are employed, special care must be given that oils and grease are collected separately and disposed of using a separate means (use of oil/grease traps). Cleaning work must always be performed using biologically degradable products.

#### **7.7 Environmental Damage**

STATION Berlin must be immediately notified of any environmental damage/impurities (e.g., through leaking petrol, oil, hazardous materials).

#### **7.8 Noise Control for Local Residents**

The event must not create unreasonable noise levels for the inhabitants of the area surrounding STATION Berlin. External doors and windows must be kept closed during music events and events with high sound levels. Noise-generating activities must be avoided on workdays before 7 am and after 10 pm as well as on Sundays and public holidays. Contraventions may lead to restrictions during the setup and dismantling work or during the event itself. In accordance with the noise control assessment of STATION Berlin, the noise sound level of the PA is to be measured and limited if necessary. The sound level will be measured in spot checks inside and outside the building.

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STATION Berlin