

# Safety Regulations

dbb forum berlin GmbH

As at: April 2022

## 1. Scope of Application

1.1 These Safety Regulations apply to the staging of events at dbb forum berlin. The Regulations define the obligations under the official event venue regulations pursuant to the Berlin Operations Regulations (BetrVO) binding on dbb forum berlin GmbH and the customer (hereinafter referred to as organiser) according to the provisions of Section 32 (2) and (5) BetrVO.

1.2 Additional requirements may be imposed by the authorities if the type or scope of the planned event entails greater risks to life or property.

## 2. Arranging the Seating and the Event Schedule

The event rooms and spaces shall be provided on the basis of officially approved escape route and seating plans including the maximum attendance capacity. The maximum attendance capacity may not be exceeded and the approved layout plans may not be altered. All organisational details, the specific layout of the rooms and spaces, the start of the event, the admission times and the end of the event shall be agreed with dbb forum berlin GmbH in due time no later than four weeks prior to the event. The organisational details specifically include:

- the appointment of a “designated representative” with decision-making powers by the organiser (event manager), who shall be present on site during the event
- the exact layout plan for the event, in particular details of the preferred arrangement of tables and chairs, exhibition stands, display areas, podiums and similar structures.
- the maximum expected number of attendees
- the envisaged accreditation, control and, if applicable, necessary security measures for admission.

## 3. General Duties of Care and Code of Conduct

3.1 All facilities and spaces at dbb forum berlin shall be treated with care and consideration. Due to the high quality of the materials, especially of the flooring and wall surfaces, failure to comply with these Safety Regulations may result in considerable damage.

3.2 Conduct inside the dbb forum berlin shall be such that no other parties are harmed, endangered, obstructed or inconvenienced more than is unavoidable under the circumstances.

## 4. Technical Event Equipment and Decorations

4.1 Organisers shall book all technical event equipment and facilities (stage, studio, audio, media technology, etc.) through dbb forum berlin GmbH and its affiliated technical service partner. In this case, assembly and dismantling shall be handled by qualified personnel working for the service partner of dbb forum berlin GmbH who shall be fully responsible for such work.

4.2 Where organisers are permitted to install technical event equipment, facilities or fittings either themselves or through outside companies commissioned by them, they shall fully comply with, and shall be solely responsible for complying with, the requirements of the BetrVO and the MVStättVO (German Event Venue Regulations) as well as the DGUV (German Social Accident Insurance), in particular DGUV-V1 “General Regulations”, DGUVV3 “Electrical Installations and Equipment” and DGUV-V 17 “Event and Production Facilities for Stage Performances”. In this case, organisers shall also provide the mandatory specialist personnel required for the assembly and dismantling of the technical equipment and its operation during the event pursuant to Sections 33, 34 BetrVO at their own expense.

4.3 Escape routes must be unobstructed at all times. Doors along escape routes must be easily passable at full width from the inside. Escape routes, exit doors, emergency exits and their signposting may not be blocked, covered or otherwise

obscured. Corridors and aisles may not be obstructed at any time during the event by objects stored in or protruding into such corridors and aisles. Corridors and aisles serve as escape routes in the event of emergencies. Fire and smoke doors may not be propped open by wedges or other objects.

4.4 Organisers or external companies commissioned by them may not bring in their own technical equipment or facilities without the prior written consent of dbb forum Berlin. In this case, approved service partners of dbb forum berlin GmbH shall connect the equipment to the electrical supply network of dbb forum berlin and supervise all external assembly and dismantling activities at the organiser's expense. dbb forum berlin GmbH shall record the electricity costs incurred by the organiser's use of electrical equipment as a lump sum and invoice the organiser accordingly.

4.5 With regard to the transport of structures and materials into the building, it should be noted that the event spaces at dbb forum berlin are made of porous shell-limestone flooring or parquet flooring and that transport trolleys must be fitted with light-coloured (no black) rubber castors. If other castors are used, suitable protection of the floor coverings must be ensured.

4.6 Carpets or other floor coverings may not be brought into the venue. Leaning or placing objects of any kind on walls at dbb forum berlin is prohibited. Nails, hooks, power strips or similar may not be used in or on walls, floors or ceilings. To fix cables/cords to floors, organisers shall use adhesive tape that can be removed without leaving any residue.

## **5. Observance of Fire Safety Regulations**

5.1 dbb forum berlin has an automatic fire alarm system. The use of candles (naked light), open fires, dry ice or smoke machines inside the building are not permitted without the explicit consent of dbb forum berlin GmbH.

5.2 Fire alarms, hydrants, fire extinguishers and pipes, smoke hatches, release points of smoke extraction devices, smoke detectors, telephones as well as supply and exhaust air vents in the heating and ventilation system, smoke extraction devices, their instruction signs and the green emergency exit signs must be accessible and visible at all times; they must not be obstructed, covered or otherwise obscured.

5.3 Organisers may neither use nor store flammable liquids or fire pastes. The use of combustible gases and their consumption (e.g. in gas burners) of any kind is prohibited. Smoking is not permitted either in the building or on the terraces.

5.4 The storage of packaging and packaging materials made of cardboard or other combustible materials is also not prohibited at dbb forum berlin.

5.5 Any materials used for event decorations shall at least be made of flame-retardant materials (B1 pursuant to DIN 4102 or at least class C pursuant to EN 13501-1). dbb forum berlin GmbH may request submission of a test certificate regarding the required properties of the material.

5.6 Any use of pyrotechnic objects requires the prior consent of dbb forum berlin GmbH, must be approved by the Berlin Fire Brigade and must be supervised by a person qualified pursuant to the German Explosives Act. The costs incurred for the approval and safeguarding of events involving pyrotechnic objects shall be borne by the organiser.

5.7 For the operation of laser systems, the health and safety requirements of the Artificial Optical Radiation Directive 2006/25/EC, DIN EN 60825-1, DIN EN 12254 and, in the case of show lasers, DIN 56912 and DGUV Information 203-036 on "Laser Equipment for Show and Projection Purposes" must be observed. Before use, laser systems of classes 3R, 3B and 4 must be inspected for safety at the place of installation by a publicly appointed and sworn expert at the organiser's expense. The notification must be accompanied by the test certificate, the written appointment of a laser safety officer for the operation of the laser equipment and proof of adequate liability insurance.

5.8 If the fire alarm system is activated inadvertently due to failure to comply with the above requirements, all costs incurred as a result shall be borne by the organiser.

## **6. Appointment of a “Designated Representative” / Event Manager with Decision-Making Powers**

6.1 Prior to the event, the organiser shall notify dbb forum berlin GmbH in writing of the name of a representative who, at the request of dbb forum berlin GmbH, will perform the function and duties of event manager pursuant to the provisions of Section 32 (2) and (5) BetrVO. The organiser’s / event manager’s “designated representative” shall be assisted by a competent employee of dbb forum berlin GmbH who has decision-making powers.

6.2 dbb forum berlin GmbH may request that the “designated representative” / event manager take part in a joint inspection prior to the start of the event to familiarise him/herself with the premises, including the escape and emergency routes. The organiser’s “designated representative” shall ensure the smooth and safe running of the event. He/she is required to be present for the duration of the event, must be reachable at all times and shall coordinate any relevant decisions regarding the safety of attendees with dbb forum berlin GmbH.

6.3 The organiser’s / event manager’s “designated representative” is obliged to suspend operations if this is necessary to prevent any danger to the safety of persons at the venue, if systems, equipment or devices required for safety purposes are not functioning or if the operating regulations of the BetrVO cannot be complied with.

6.4 Where the event manager function is not transferred to the organiser or the organiser refuses to take over this role, dbb forum berlin GmbH shall assume the function of the event manager. In this case, dbb forum berlin GmbH shall be entitled to pass on the full costs incurred as a result of the assumption of the event manager function to the organiser.

## **7. Appointment of a Security Service, Fire Security Guard and Medical Service**

7.1 Depending on the type, size and security relevance of the event, it may be necessary to commission an approved security/steward service, a fire security guard and a medical service. The costs of providing and deploying these services shall be borne by the organiser. Where possible, the organiser shall be notified of these costs on conclusion of the contract, failing which, in due time prior to the event.

7.2 In the case of events involving exceptional risks, dbb forum berlin GmbH is entitled to request that the organiser draw up, coordinate and implement a specific security concept for the event.

## **8. “Hausrecht” (Right to Refuse Entry to the Premises)**

8.1 Aside from dbb forum berlin GmbH, the organiser’s “designated representative” shall also exercise the right to refuse attendees and participants entry to the provided rooms and spaces on the basis of these Safety Regulations. dbb forum berlin GmbH shall continue to exercise the right to refuse entry to the premises vis-à-vis the organiser and, in addition to the organiser, vis-à-vis attendees and participants for the duration of the use of the event rooms and spaces. The appointed security staff/stewards shall assist dbb forum berlin GmbH and the organiser in enforcing the right to refuse entry to the premises.

8.2 Any violations of these Safety Regulations or of statutory event-related regulations or official directives shall be remedied by the organiser without delay. dbb forum berlin GmbH is entitled to initiate execution by substitution if the customer fails to take immediate action after a prior request. If execution by substitution is not feasible or unreasonable, or if the organiser refuses to effect execution by substitution or refuses to bear the costs incurred as a result, dbb forum berlin GmbH may, as a last resort, demand that the organiser vacate and surrender the provided event spaces. Should the organiser fail to comply with such a request, dbb forum berlin GmbH shall be entitled to have the event terminated and the premises cleared at the organiser’s expense and risk.