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# GENERAL SECURITY REGULATIONS/ HOUSE RULES

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The BOLLE Festsäle are operating divisions of the EFA Gastronomie GmbH & Co KG, hereafter referred to as “EFA.” The contract partner of the EFA shall be referred to hereafter as “Organizer.”

The following regulations shall apply to galas, meetings, congresses, presentations, fairs and special events to which decorations are brought and where stages, podiums, stands and performance areas are set up, lighting and media technology is installed and/or pyrotechnical activities are performed.

Additionally, further fire safety and security requirements may be demanded by building authorities, the police, fire safety authorities or the property administration of the Spree-Bogen site if the type and scope of an event presents increased risks to persons and material assets.

## 1. NOTICES, PERMITS, DOCUMENTS

**A.** The BOLLE Festsäle are an approved assembly place in the sense of the Berlin Operational Regulations (Betriebsverordnung Berlin) and are therefore subject to Berlin building law. Usage variations for meetings, galas, concerts, fairs and exhibitions are available. These do not require additional permits or building law approval costs.

**B.** The seating and occupancy plans for the BOLLE Festsäle must be submitted to the building supervisory authority for approval using building law and to-be approved escape and seating plans if they differ from the existing plans. Each subsequent change to the escape and seating plans (e.g., by changing the arrangement of visitor spaces) requires the express permission of EFA and an additional building permit and, if needed, approval at the expense of the Organizer. The Organizer must therefore submit all required documents to EFA at least 4 weeks before the event to ensure optimal preparation and implementation. The duration and costs of the approval procedure, including the risk of whether approval can even be obtained, shall be borne entirely by the Organizer.

c. To ensure a smooth process, the following information must be provided to EFA in writing for inspection at least 10 days before occupancy:

- Name of the event manager
- Names of those responsible for the event’s technical equipment
- Description of the event/event schedule/logistics for setup and removal
- List of names of participants (updated until the day of the event at the latest in case of an evacuation)

## 2. RESPONSIBILITIES

### A. Organizer

The Organizer will be responsible for the schedule and the smooth and safe procedure of the event. The Organizer must ensure that that the maximum occupancy of the event site entrusted to him is not exceeded. The Organizer shall be responsible for the public safety at the event site, especially regarding the equipment, decorations, props, setups, installations, suspension, installed cables and other temporary technical facilities brought by him or by commissioned third parties. He shall be responsibility for the adherence to all security regulations of the Berlin Operational Regulations (BetrVO) and accident prevention regulations. Adherence to youth protection, working hours, work protection and non-smoker protection laws and regulations shall be his responsibility.

### B. Event Manager

The Organizer must designate a qualified person with decision-making powers who will be present during the entire event as event manager. The event manager must participate in an inspection of the event site and familiarize himself with its escape paths. The event manager must ensure an orderly and safe procedure of the event. It must be possible to contact the event manager at all times who may have to make necessary decisions in coordination with EFA, the authorities and external staff (fire brigade, police, building authorities and first-aid services). The event manager must suspend the event if required by threats to persons,

safety systems, equipment or facilities stop functioning or if operational regulations cannot be maintained.

c. Those responsible for the event's technology in the sense of the Berlin Operational Regulations 33 and 34 Those responsible for the event's technology must be familiar with stage, studio, lighting and other technical facilities of the event site and ensure their safety and functionality, especially in regard to fire safety, during their operation.

### **3. SAFETY FACILITIES, ESCAPE ROUTES, TRAFFIC REGULATIONS (SPREE-BOGEN)**

- a. Access to smoke detectors, fire extinguishers, smoke flaps, trigger points of smoke extraction devices, emergency exit signs and electric equipment rooms must be visible and provided at all times. They may not be blocked, covered or made unrecognizable.
- b. Escape routes must be kept free at all times. It must be possible to open escape route doors fully from inside with ease. Escape routes, exit doors, emergency exits and their signs may not be blocked, covered or made unrecognizable. Hallways and pathways may not be blocked at any time by objects put aside or protruding items during setup, removal or the event. Hallways and pathways serve as escape routes in case of danger. Fire and smoke protection doors may not be kept open with wedges or other objects.
- c. Paths with no-parking signs and movement areas for firefighters on the Spree-Bogen site must be kept free at all times. Vehicles and objects parked on escape routes and security areas will be towed at the risk and expense of the owner.

### **4. DELIVERY AND PICK-UP, SIGNS**

- a. The delivery zone is on the west side of the BOLLE Festsäle (labeled area).
- b. Designated and permitted paths may be used by

cars and trucks with a maximum load of 7.5 t. Larger trucks require prior registration.

c. Deliveries and the bringing of furniture, decoration material and technical equipment may only be made via the designated delivery paths and the elevator in the adjacent stairwell of the event hall. The elevator must be protected from damage during setup and removal. The dimensions of the elevator are 1.75 x 0.88 m with a maximum load carrying capacity of 630 kg.

d. Delivered items must be transported to the event hall immediately. Temporary storage in the delivery zone or the outside areas of the Spree-Bogen site is not permitted.

e. Deliveries and the bringing of furniture, decorations and technical equipment via the historic stairway at the main entrance are prohibited without exception.

f. Vehicles must be immediately removed from the site after loading and unloading. Exceptions, e.g., for freezer vehicles, require the prior permission of the property administration.

g. Putting up signs, posters or sign posts in the outer area of the assembly site requires the permission of the property administration.

h. Deliveries of cartons, boxes or palettes by couriers or carriers must be made into the halls on the 3rd floor. Goods and materials merely delivered onto the curb cannot be accepted.

### **5. SETUP AND REMOVAL**

- a. Before setting up the event, an inspection will be conducted with the Organizer or his commissioned third party during which existing damages to the event area and delivery paths will be recorded in writing. Directly after removal or during a predetermined time, an inspection will be conducted with said persons to record all damages that occurred after the initial inspection. Damages that occurred during the event or during setup or removal must be reported directly to EFA by the Organizer or his commissioned third party.

- b.** Setup or removal at night are generally possible. The times must be coordinated with EFA in advance so that any approval deadlines can be met with the property administration and staff planning can begin on time.
- c.** When transporting items to be brought onto the site, it must be ensured that the wheels of the transport vehicles are clean and that the event site is not damaged. To reduce the likelihood of damage, only rubber tires will be allowed. No objects (without wheels/rollers) that could create damage may be pushed or dragged over the ground. The Organizer shall be fully liable for any scratches or other damages, including those caused by his commissioned third parties.
- d.** Attaching materials of any kind (gluing, drilling, hanging, etc.) onto the walls anywhere in the event site building is prohibited.
- e.** Markings and glue residue on the floors of the assembly site must be completely removed.
- f.** Any cables lying freely on the floor must be covered and fastened appropriately.
- g.** Any rooms provided must be returned in swept-clean condition.
- h.** Any setups must maintain a safety distance of 0.25 m to any walls.
- i.** Leaning or placing furnishings, technical equipment or ladders against walls, columns or doors is not permitted.

## **6. STORAGE**

- a.** The Organizer must include storage options in his planning for his cases, trolleys and transport vehicles outside of the Festsäle.
- b.** Items brought to the site must be removed immediately after the event. After 24 hours, remaining materials will be disposed of and the costs will be charged to the Organizer plus a handling fee.
- c.** No objects may be placed in the corridors of the chapel. Neither is a backup or backflow area for catering permitted there for static reasons.

## **7. WASTE REMOVAL/CLEANING/ KITCHEN OR BACKUP AREA**

- a.** The Organizer must ensure that any packaging and remaining materials are disposed of properly. If required, EFA may provide a container for a fee. This service must be requested at least 10 days before the event. Non-compliance will lead to the disposal costs being charged to the Organizer.
- b.** Stains on walls or curtains which are difficult to remove caused during the event will be removed by specialists commissioned by EFA. The resulting costs will be charged to the Organizer.

## **8. PROVIDING FURNITURE, MATERIALS AND TECHNICAL EQUIPMENT BELONGING TO THE SITE**

- a.** Provided or rented materials and furniture of the rooms must be returned in flawless condition. The Organizer will be liable for any damages.
- b.** The partially attached furniture in the milk bar, the foyer and the main entrance area is a fixed part of the BOLLE Festsäle room concept. Making changes to or clearing out of these areas requires EFA's permission.
- c.** Pictures and decorations in the ancillary spaces may not be changed or removed.

## **9. CATERING AREAS**

- a.** A separate preparation and storage area will be provided to the catering service provider. This area already features combination steamers, hot cars, preparation areas and refrigerators. Instructions will be provided and the handover will be made to a person named by the Organizer by a coordinator of the site according to protocol. Defects or damages to technical devices must be reported to EFA immediately.
- b.** A backflow area may be setup in the Festsäle with EFA's permission. The areas used for this must be equipped with additional wall and floor protection.
- c.** Grilling and cooking devices are not permitted in the

Festsäle. Exceptions may be made for live cooking stations and buffets. This must first be coordinated with EFA, since fire alarm systems may have to be set up and fire security guards hired. The resulting costs for deactivation and staff will be charged to the Organizer.

## 10. PARKING SPACES

The Spree-Bogen area features a public/fee-based underground parking garage with over 600 parking spaces. Organizers may reserve parking spaces from the property administration for a fee.

## 11. SITE SECURITY

- A. During setup, removal and the event, the Organizer shall be responsible for ensuring that any items brought to the site are secure. If an event lasts several days, the rooms will be locked by EFA employees after the guests/Organizer leave. However, EFA offers no insurance coverage.
- B. A specialist company will be hired by EFA for building security from setup until removal. The quantity and scope will depend on the event format. The costs will be charged to the Organizer.

## 12. PERSON RESPONSIBLE FOR TECHNICAL EQUIPMENT AT THE BOLLE HALLS

- A. The partner for event technology is the KFP Five Star Conference Service GmbH.
- B. Should the Organizer hire a technical services provider, the presence of the site's own technical administrator will still be required during setup. The costs for this start at net € 550 (daily rate max. 10 h) and must be borne by the Organizer.

## 13. GENERAL TECHNICAL REQUIREMENTS

- A. To maintain the overall appearance of the event rooms, operating equipment and related setups must

be adjusted to the site's visual requirements.

- B. Any electrical equipment used must follow any relevant regulations (DIN/VDE regulations, etc.) and must be in a flawless condition technically and optically. Adherence to the safety regulations "Electrical Systems and Equipment" (BGV A3) will be expressly noted.
- C. Use of flammable substances (paint, solvents or varnishes) or gases (pressurized gas cylinders, cartridges or spray cans) requires prior registration EFA's express permission.
- D. Electrical equipment that does meet the required technical standards (BGV A3) or that displays obvious defects may not be used.
- E. The technical systems owned by the site may only be operated by instructed personnel for warranty reasons. Instructions on how to operate the technical equipment of the site may only be provided by EFA employees or their substitutes. Nonetheless, the presence of a site technician will still be required.
- F. Any static proof provided by an authorized stress analyst (verifiable documents) must be presented. This includes standardized proof of stability for any truss structures.
- G. Only materials with low flammability (Building Material Class B1 according to DIN 4102) may be used. Written proof must be provided to EFA without solicitation when setup starts and must be kept for any building authority approval.

## 14. LIGHTING EQUIPMENT

- A. The event site possesses its own artificial lighting, operation of which is not permitted without prior instruction by an EFA employee.
- B. The use of conventional lighting on the floor of the interiors is only permitted with decorative touch protection. It must be ensured that no damage to technical devices or the building or injuries to persons will be caused by heat exposure.

## **15. OPEN FIRE AND FOG SYSTEMS**

- A. Candles may only be placed in air- and drip-proof vessels.
- B. Use of fog systems must be registered beforehand and requires the fire alarm system to be deactivated. This will necessitate the presence of fire security guards for compensation. The resulting deactivation and staff costs will be charged to the Organizer.

## **16. SMOKING SECTION**

- A. Smoking is generally not permitted anywhere on the site (Berlin Non-Smokers' Protection Act). The only exception is the roof terrace area. This will require fire security guards. The resulting surveillance staff costs will be charged to the Organizer.

## **17. CLOAKROOMS**

- A. The Organizer shall be responsible for the management of visitor cloakrooms during the contractual relationship. Liability by EFA for loss of or damage to clothing shall be excluded.

## **18. LEGAL NOTICE**

- A. EFA reserves the right to distance itself from future cooperation with the Organizer in case of a violation. The General Terms and Conditions of the EFA Gastronomie GmbH & Co. KG shall apply. These House Rules shall be a contractual component of the Usage Agreement and binding to the contract partner.