



SAFETY INSTRUCTIONS FOR EVENTS

Station Berlin Event GmbH

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1. Scope of application

These "Safety Instructions for Events" of Station Berlin Event GmbH (hereinafter referred to as "Station Berlin") apply to the holding of events in and on the premises of the event rooms and areas of Station Berlin (hereinafter referred to as "Venue"). They are based on the requirements of the Berlin Ordinance on the Operation of Structural Facilities (BetrVO). Furthermore, they determine the obligations under the law on venues for holding events between Station Berlin and the Organizer under the provision of Section 32 (5) BetrVO. Furthermore, service providers of the Organizer are obliged to comply with the Organizer's safety and fire protection requirements.

The building authorities may impose additional safety and fire protection requirements for an event, the fire protection service, the police, and Station Berlin if the type or scope of the planned event results in special risks to persons and property.

2. Notification and approval obligations

2.1 Obligation to notify before the event

The Organizer is obliged to notify Station Berlin in writing of all organizational and technical details, the start of the event, the admission times, the end of the event, the layout of the hall(s), rooms and areas no later than 6 weeks before the event and to coordinate these details with Station Berlin. Furthermore, Station Berlin reserves the right to provide the Organizer with temporary data access to enter all necessary event data for the exclusive use of this event. Furthermore, Station Berlin reserves the right to forward the data to the authorities and agencies concerned with the event (public order office, police, fire brigade, building regulations office, ambulance/rescue service and private security service). The data requested by the Organizer include in particular:

- the name and personal contact details of its representative with decision-making authority who is present during the event
- whether it will bring "persons responsible for event technology" to supervise the set-up and dismantling as well as the event
- the size and arrangement of any scenic areas/stages/grandstands, catwalks, forestages, podiums and comparable structures to be set up
- the expected number of visitors and the expected audience profile
- whether bag and admission controls are planned
- whether stage, studio, lighting or other technical installations will be used
- whether movements or conversions of technical installations will take place during the event,
- whether mechanical movements or artistic performances will take place in or above the auditorium
- whether flammable acts/ pyrotechnical effects, the operation of laser equipment or fog systems are planned (additional approval requirements must be observed).
- whether ornaments, decorations/ equipment/ props/ will be used (proof of fire protection classes according to BetrVO)
- whether the Organizer plans a technical rehearsal before the event.



In addition to this data, the Organizer must submit a draft of the area planning in DWG format.

Based on the information provided by the Organizer, Station Berlin will carry out a safety assessment before the event, based on the necessary safety measures, and the need for and the number of qualified event personnel and external emergency services (fire brigade, medical service, security service) will be planned (cf. Sections 34 to 37 BetrVO). Should the Organizer provide late, incomplete or no information at all, Station Berlin may assume an increased event risk. Any additional costs incurred as a result thereof (e.g. personnel costs for an increased number of security personnel) shall be borne by the Organizer. Incorrect information may lead to the restriction, cancellation or termination of the event.

2.2 Fire alarm system

The Venue has a fire alarm system installed throughout the premises, directly connected to the Berlin fire brigade. If the system is triggered, this will inevitably lead to a fire brigade operation. If the Organizer is responsible for the activation of the system, the Organizer shall bear the costs. In this case, Station Berlin will issue the Organizer with an advance invoice of € 2,000 for later settlement of the actual costs of the fire brigade intervention.

The Organizer shall coordinate all procedures that could lead to the activation of the fire alarm system with Station Berlin and record them in writing.

Halls 1/ 3/ 5/ 7/ 7.2/ 7.3/ 8 are equipped with laser line detectors in addition to the usual smoke detectors. Any interruption of these lines by risers, balloons, flags, smoke, etc. will trigger an alarm. In addition, the lines must not be permanently obstructed even when switched off.

The fire safety service staff is provided by an external fire safety service ("Partner Brandsicherheit"). The fire safety partner is a permanent partner of Station Berlin to provide the fire safety monitoring service. Therefore, the fire safety partner's employees are familiar with the local conditions and the operation of the fire alarm system.

The fire monitoring must be permanently operated by the fire safety monitoring service's head to monitor the fire alarm system during the event. At least 2 persons from the fire security monitoring patrol shall be scheduled for each hall used. If fire detectors are switched off in parts or entire halls, fire safety guards are obligatory compensatory measures. Station Berlin will determine the number of fire safety guards and their deployment times. The costs shall be borne in full by the Organizer.



2.3 Technical rehearsals

When using scenery areas with a floor space of more than 200 m² and for guest performance events with their scenery set-up, a non-public technical rehearsal with complete scenery set-up must be conducted before the first event, unless this is needless due to the nature of the event or the extent of the scenery set-up (provided this is not harmless). Then, Station Berlin decides based on the above information under No. 2.1 (in accordance with the building authorities) whether the rehearsal is required or not. In any other case, the anticipated time of the technical rehearsal must be notified to the building supervisory authority at least 24 hours in advance.

2.4 Approvals and Acceptances

Event rooms and areas shall be made available based on the officially approved escape route and seating plans with a specified maximum visitor capacity. Changes in the type of use as well as deviations from the existing, approved escape route and seating plans, e.g. by changing the arrangement of seating or the escape route routing, as well as the installation of marquees, podiums, stands, special constructions, flying structures, require the approval of Station Berlin. As a rule, such measures are subject to approval under building law and must be approved by the building authorities and the fire department.

2.5 Costs of official approvals and inspections

The Organizer may be required to submit documents, plans, certificates, test certificates, expert opinions, and building and fire safety inspections for those above and all other projects described below in the Safety Instructions requiring notification or approval. Station Berlin supports the Organizer in carrying out official approval procedures.

Station Berlin takes over the implementation of the following approval procedures:

- The application for an exemption according to § 10 LImSchG Bln
- The registration of road closures, the establishment of parking and stopping bans, and all communication with the building authorities and fire brigade within the framework of the relevant procedures.

The duration and costs of the respective approval procedure, including the risk of non-approval, shall be borne in full by the Organizer. The Organizer shall also bear the costs for official approvals.



3. Responsible persons, external services, domiciliary rights

3.1 Responsibility of the Organizer

The Organizer is responsible for the event programme and the safe, smooth running of the event. Therefore, it shall observe the maximum permissible visitor capacity in the event rooms and event areas made available to it. Overcrowding is strictly prohibited.

To monitor compliance with the maximum permissible number of visitors, using the in-house people counting system is obligatory for a fee, if necessary, due to the type and scope of the event.

The Organizer shall be responsible for ensuring safety within the Venue concerning decorations, equipment, props, superstructures and installations, suspensions, cables and stage, studio and lighting equipment brought in by him or by commissioned third parties for the duration of the use of the Venue. Concerning all objects and materials brought into the Venue, they shall comply with the requirements of these Safety Instructions and the operating regulations of the BetrVO and the German Social Accident Insurance (DGUV), in particular, DGUV-V 17/18 "Event and Production Venues for Scenic Performances". Furthermore, the Organizer shall also be responsible for observing all other laws and regulations applicable to the event, in particular, the Youth Protection Act, the Sunday and Public Holiday Act, the Working Hours Act, the Occupational Health and Safety Act, the Non-Smoker Protection Act, the Trade Regulations and the provisions of emission control and waste disposal law.

The Organizer is obliged to observe the existing security concept for the Venue and implement it in coordination with Station Berlin. Insofar as it is necessary for the event in question, the Organizer shall be provided with the required documents of the security concept (pocket cards for emergencies, etc.) by Station Berlin for the exclusive use of its event. Furthermore, Station Berlin is entitled to demand that the Organizer draws up and implements an event-specific security concept for events with special risks.

3.2 Decision-making representative of the Organizer

The Organizer must appoint a representative with decision-making authority to Station Berlin (see No. 2.1), who will be present for the entire duration of the event. At the request of Station Berlin, the representative authorized to make decisions must take part in a joint inspection of the Venue and familiarise himself with the event spaces, including the escape and rescue routes. At the request of Station Berlin, the representative with decision-making authority must also take part in a coordination briefing on the mandatory Safety Instructions before the event. The decision-making representative of the Organizer shall ensure that the event runs in an orderly and safe manner. He/she is obliged to be present during the event, must be reachable at all times, and, if necessary, must coordinate decisions needed for the safety of the visitors with the contact person appointed by Station Berlin, the authorities and external auxiliary forces (fire brigade, police, building regulations office, public order office, ambulance service). He/she is obliged to break off the event if a particularly hazardous situation with substantial danger to persons makes this necessary.



3.3 Event manager

The function of the event manager according to § 32 paragraph 2 and 5 BetrVO is generally assumed by the Organizer for the duration of the event. The event manager of the Organizer shall be supported by a competent and decision-making person appointed by Station Berlin.

Several persons carry out the management of the event. Therefore, it is event management.

In this sense, the tasks, rights and duties of the participants within the event management are clearly and inconsistently defined according to the listing in the Safety Instructions 5. Definition of tasks and competences - event management, project management, technical management on the part of the Organizer and Station Berlin.

The duties to be transferred to the Organizer's event manager following the BetrVO and the responsibilities of the project management of Station Berlin are specified and assigned in detail at the same point.

3.4 Technical personnel of Station Berlin, persons responsible for event technology, event technology specialists

All technical installations in the Venue may only be operated by the technical staff of Station Berlin and its service providers. Therefore, the Organizer must ensure that its technical equipment and installations are operated by qualified personnel required following §§ 33, 34 BetrVO. The Organizer must notify Station Berlin of the necessary qualified personnel no later than four weeks before the event. If the Organizer's technical equipment is of a simple type and scope, Station Berlin may assume the management and supervision of assembly and dismantle and operation following § 34 paragraph 2 to 4 BetrVO at the Organizer's expense. At the request of Station Berlin, the Organizer must, in such a case, name those employees who will be responsible for the on-site management and coordination of the work in terms of occupational health and safety during assembly and dismantling.

The duties transferred to the Organizer's technical staff following the BetrVO are named and assigned in detail below under 5 Determination of tasks, competences and responsibilities - event management, project management, technical management on the part of the Organizer and Station Berlin.

3.5 Responsibility of Station Berlin

Station Berlin and the persons appointed by it are entitled and obliged to carry out spot checks to ensure that the Organizer complies with the operating regulations of the BetrVO and these Safety Instructions. To this end, they must be granted access to the event rooms and areas at all times. In the event of a breach of these Safety Instructions and of event-related statutory regulations or official orders, Station Berlin may demand that the Organizer immediately vacates and surrenders the subject matter of the contract. If the Organizer fails to comply with a corresponding request, Station Berlin shall be entitled to have the object vacated at the Organizer's expense and risk.

The booking of the position of the Technical Manager of Station Berlin to supervise the work during set-up, event, and dismantling are obligatory for the Organizer following BetrVO § 32. The instructions of the Technical Manager of Station Berlin must be followed without fail.



The duties assumed by the Technical Manager of Station Berlin following BetrVO are named and assigned in detail below under 5. Determination of tasks, competences and responsibilities - event management, project management, technical management on the part of the Organizer and Station Berlin.

The head of the fire safety monitoring service and the technical manager of Station Berlin will inspect the installations and fixtures before the event's start. The acceptance inspection shall take place no later than 4 hours before the opening of the building, ideally on the day before the event, and shall be arranged in advance. The acceptance will be recorded.

3.6 Admission, Security and Order Service

Only qualified companies approved by Station Berlin may be employed as security services, who are sufficiently familiar with the Venue, also if evacuation is necessary. Furthermore, the type of event determines the number of security staff required, the number of visitors, potential event risks and, if necessary, additional requirements of the building and security authorities, and is finally determined by Station Berlin.

Basic security of the grounds will be provided for the entire event period for a fee. The minimum items are: Securing the emergency exits or outer shell of the areas used, patrols in the event area or hall, main entrance, gateway, direction signs for vehicles, access control.

The essential security staff is provided by external house security ("Partner Sicherheit"). The partner security of Station Berlin is responsible for providing security staff and is familiar with the local conditions.

If the Organizer provides security services through external companies, Station Berlin will organize a security briefing. The costs for the briefing are calculated according to the time and effort involved, up to a maximum of € 350.

The Organizer shall bear the costs for the provision and deployment of the security service. Insofar as the Organizer employs its security service as personal protection for artists, VIPs, etc., Station Berlin shall remain authorized to issue instructions following the provisions of Item 3.8.



3.7 Fire brigade (fire security guard) and medical services

Station Berlin will notify these services before the event based on the security assessment carried out for the event. The scope of these services (number of required persons) depends on the type of event, the number of visitors, the event-specific Safety Instructions and the official stipulations in individual cases.

The "Merkblatt Sanitätsdienst" of the Senate Department for the Interior and Sport shall serve as a guideline for determining the number of persons to be provided by the first-aid service.

The Organizer shall bear the costs for these services.

Officials of the fire brigade, police, ambulance service and building supervisory authority shall be granted access to all areas in the Venue at all times.

3.8 Exercise of domiciliary rights

Based on these Safety Instructions and the applicable house and usage regulations, the Organizer shall, in addition to Station Berlin, exercise domiciliary rights vis-à-vis visitors to the event and commissioned third parties within the rooms and areas made available to it. Station Berlin also exercises domiciliary rights vis-à-vis the Organizer and, in addition to the Organizer, vis-à-vis visitors and third parties for the duration of the use of the event rooms and areas. The commissioned security staff shall assist in enforcing house rules.

Violations of the house rules, Safety Instructions, event-related legal regulations, or official orders shall be remedied immediately by the Organizer. Station Berlin shall be entitled to take substitute action at the Organizer's expense if the Organizer fails to take action immediately after being requested to do so. Suppose substitute performance is not possible or unreasonable. In that case, if the Organizer refuses to carry out substitute performance or refuses to bear the costs, Station Berlin may demand that the Organizer vacate and surrender the event areas provided as a last resort. If the Organizer does not comply with a corresponding request, Station Berlin is entitled to order the event to be broken off, including evacuation, and to have this carried out at the expense and risk of the Organizer.

4. Safety and fire protection operating regulations

4.1 Traffic regulations, escape routes, safety equipment

4.1.1 Driving on the premises

The German Road Traffic Regulations (STVO) apply to the entire accessible area of the Venue. The speed limit for all vehicles is a maximum of 10 km/h (walking speed). Driving on the grounds is only permitted after Station Berlin has given the go-ahead.

For traffic safety for visitors, vehicle traffic on the grounds is only permitted after all guests have left the Venue. This applies in particular to vehicles that wish to enter the grounds of the Venue to dismantle. The premises may be temporarily closed to motor vehicle traffic. Vehicles of any kind may enter the premises at their own risk.



Station Berlin has the right to check the load compartments of motor vehicles and containers carried by persons entering or leaving the premises.

Vehicles belonging to taxi companies are not permitted to drive onto the premises.

The use of motorized equipment such as forklift trucks by the Organizer and companies commissioned by it to drive onto event areas, courtyards and halls is only permitted with the express permission of Station Berlin.

The use of diesel-powered equipment inside the halls is prohibited.

If Station Berlin provides work equipment, the equipment will be handed over and returned by signing a handover protocol and a corresponding usage agreement.

A Proof of qualification of the operators of the work equipment (forklifts/climbers) must be presented to Station Berlin.

The Organizer or the companies commissioned by it are obliged to inform themselves about the permissible floor load-bearing capacity and floor condition before moving loads.

Depending on the type and extent of deliveries and installations, protective measures must be provided on the building - such as impact deflectors on the steel columns of the halls, the doors, and door reveals. When parking container gantry cranes, appropriate protective measures such as pressure allowances for the floor area shall be provided.

Shuttle services, buses driving onto the grounds and lorries driving onto the grounds and halls for deliveries are possible in consultation with Station Berlin. Employees of Station Berlin's security service will coordinate the vehicles' arrivals and departures. The number of staff will depend on the requirements. The Organizer will bear personnel costs.

Entry and exit (with motor vehicles, lifts, forklifts, pallet trucks or other heavy loads) to and from Halls 3 and 8 is only possible by sliding open the gate elements. Passing through the raised doors will damage the sliding gates and is strictly prohibited. The sliding open and closing of the gate elements are undertaken exclusively by the staff of Station Berlin.

Deliveries via Trebbiner Straße and the grounds of the German Museum of Technology or the extended Schöneberger Straße and the park access road are only possible with early notification and approval by Station Berlin. Deliveries must be secured by employees of Station Berlin's security service. Personnel costs are to be borne by the Organizer.

The parking of vehicles of all kinds is only permitted with advance notification and the express permission of Station Berlin.



Sleeping overnight on the entire grounds is prohibited. This regulation includes parked vehicles.

It is possible to apply for a no-stopping order through Station Berlin at the responsible office. The costs incurred will be borne by the Organizer.

4.1.2 Lifts

After instruction in the operation and protective measures of the goods lifts, such as light barriers, etc., by the staff of Station Berlin, the lifts in Halls 4 and 5 may be used by the Organizer. Persons are not permitted to ride in the lifts.

4.1.3 Fire brigade movement zones

The access routes and movement areas for the fire brigade marked with no-stopping signs must be kept clear at all times. Vehicles and objects parked on escape routes, installation areas and safety areas may be removed at any time at the owner's expense and risk.

4.1.4 Emergency exits, emergency exits, corridors, aisles

Escape routes must be kept clear at all times. Doors in the course of escape routes must open easily to their full width from the inside. Escape routes, exit doors, emergency exits and their markings must not be blocked, covered or otherwise made unrecognizable. Corridors and aisles may not be obstructed at any time during the event by objects placed in or projecting into them. Corridors and passageways serve as escape routes in the event of danger. Fire and smoke protection doors must not be held open by wedges or other objects.

4.1.5 Safety equipment

Fire alarms, extinguishing water wells, hydrants, fire extinguishers, smoke dampers, release points of smoke extraction systems, smoke detectors, telephones, telephone distributors as well as supply and exhaust air openings of the heating and ventilation system, their signs as well as the green emergency exit signs must be accessible and visible at all times. They must not be blocked, covered or made unrecognizable.



Other essential safety installations not to be impaired in their proper functioning are the following:

- Smoke apron of the interior staircases from Hall 4 to Hall 5
- RWA smoke extraction via the window elements in Halls 4 + 6
- E30 and 10 VK lines in all areas
- Laser lines in Halls 1, 3, 5, 7, 7.2, 7.3, 8, height approx. 5.5 m
- Smoke detectors throughout

If the existing general safety lighting is ineffective due to special features of the Organizer's installations, the Organizer must install additional safety lighting following VDE 0108.

Likewise, the Organizer must coordinate with Station Berlin any necessary compensatory measures, such as installing temporary escape route signage or similar.

4.1.6 Safety instructions, electroacoustic system (ELA)

Station Berlin shall check the functionality of the ELA in good time before the start of the event. Station Berlin is entitled to issue acoustic safety instructions via the public address system between admission and the event's start. The Organizer will be informed in advance of the announcement being made.

The function of the house's ELA must be guaranteed even if the Organizer brings in a mobile public address system. For this purpose, a priority circuit shall be set up which switches off or suppresses the sound signals of the mobile public address system during security announcements via the PA system. Implementing the priority circuit shall be realized technically by inserting additional in-house devices (IO frames) within the signal paths of the Organizer's public address system.

If a technical solution is not possible, it must be ensured that an instructed employee of Station Berlin manually switches off the public address systems.

4.2 Installations and superstructures for events

4.2.1 Technical facilities of Station Berlin

All existing, permanently installed technical installations in the building may only be operated by the staff of Station Berlin or by contractually authorized service companies associated with Station Berlin. This also applies to all connections to be made to the supply networks (e.g. electricity, water, telecommunications) of Station Berlin. Unless otherwise agreed, the Organizer has no right to demand Station Berlin remove its own installed technical equipment from the event rooms.

4.2.2 Technical equipment of the Organizer

The technical equipment brought in by the Organizer or the companies commissioned by the Organizer for this purpose - in particular electrical equipment, carrying, lifting and holding equipment must comply with the generally recognized rules of technology, in particular the requirements of the accident prevention regulations DGUV-V 17 and DGUV-V 3 concerning safety and functionality. Furthermore, electrical (switching) equipment must not be accessible to visitors and must be adequately secured.



Proof of this must be provided using appropriate material labelling (test badges, seals, embossing) and/or by submitting measurement reports, test certificates or evidence to Station Berlin at the latest before the start of assembly. If this is not the case, the use of the components concerned may be prohibited.

Electrical (switching) systems must not be accessible to visitors and must be adequately secured.

The installation companies must provide Station Berlin with a certificate of installation/declaration of conformity confirming the proper condition of the superstructures of the respective trade.

Unless otherwise agreed in advance, the Organizer has no right to demand Station Berlin remove its technical equipment from the rooms.

4.2.3 Electrical installations

All technical equipment provided by the Organizer or the companies commissioned by it must comply with the valid VDE regulations and the regulations applicable in Europe and the state of the art.

The planning and assessment basis for mobile installations is to be carried out based on SQP4. The basis for testing a mobile electrical system is DGUV regulation 3. RCDs with 30 mA are mandatory for all circuits. In addition, conductive components must be included in the measures for protection against indirect contact (earthing). The only exceptions to this are supply lines of mobile sources of consumption (appliances, etc.) up to 1.5 m supply line length.

Bare electrical conductors and terminals are not permitted in low-voltage systems (lighting systems). Cable systems must also be fully insulated. Secondary lines need short circuits and overload protection. Transformers and converters are to be protected with primary and secondary fuses.

Electronic protective devices are not line protection fuses in the sense of the VDE regulations. However, lamps of low-voltage systems are to be protected against falling out. In the case of halogen luminaires, only lamps with protective glass are permissible.

The use of mercury vapour lamps is strictly prohibited.



Busbars must be fitted with protective caps. Fastening with plastic cable ties is not permitted.

Unauthorized extensions or modifications after acceptance are not permitted. If possible, cables should not be laid on the floor in public areas, utility rooms and necessary escape and rescue routes. The ideal solution is to run the cables through the ceiling or trusses. If this is not technically possible, cable bridges may be used in exceptional cases and consultation with the Technical Management of Station Berlin.

4.2.4 Installations and superstructures, stage areas, special structures

All installations and superstructures in the Venue and the installation of temporary structures on the Venue premises must be notified and, if necessary, approved. The Organizer is responsible for ensuring the safety of all areas used by the Organizer, including any installations and structures brought in. The effect of fire protection equipment (e.g. automatic fire extinguishing systems, smoke barriers) must not be impaired by installations and superstructures. Installations and superstructures shall require a design that dynamic vibrations cannot impair their stability. The substructure of the floors of podiums, stage areas and stands must be made of non-combustible building materials. Materials that are easily inflammable, drip flammable or form toxic gases must not be used under any circumstances. DIN 4102 or EN 13501-1 (fire behaviour of building materials, building components) must be observed. The submission of an official test certificate on the building material class and the required properties of the material may be requested.

Since the Venue is equipped with a sprinkler system, sprinkler-retardant or sprinkler-repellent ceiling and roof constructions of any kind are not permitted.

Closed ceilings larger than 30 m² are subject to approval. Plans for approval must be submitted to Station Berlin. If required, appropriate facilities (fire alarm system, optical, acoustic alarm, mechanical smoke removal, sprinkler system) are to be retrofitted.

The substructure of the floors of podiums, stage areas and stands must be made of non-combustible building materials.

The official test certificates on the building material class and the required properties of the material shall be submitted to Station Berlin in advance.

Materials that are easily flammable, drip flames or form toxic gases may not be used under any circumstances.

Special structures and constructions (such as play and sports equipment, bouncy castles, etc.) and all double-storey stands will only be permitted for assembly in exceptional cases. They must first be submitted to Station Berlin for inspection. Then, station Berlin decides in consultation with the building supervisory authority whether approval can be granted.



All event-related stand structures in the outdoor area are considered temporary, structural installations, so-called special structures with use similar to a venue, within the meaning of the Berlin Building Regulations [BauO Bln, § 51 (1)] within the grounds of the Venue.

Such special structures must meet the requirements of the applicable public regulations following the Berlin Building Code [BauO Bln] and, in particular, the following provisions and specifications as amended from time to time: BetrVO, MVStättV, M-FIBauR, DIN EN 13 782, DIN EN 13 814.

Stand structures requiring approval in the outdoor area include all structures classified as regular temporary structures following BauO Bln § 75 (1) or M-FIBauR or as such in terms of their design and construction, such as: Marquees with a floor area of $\geq 75.0 \text{ m}^2$, stages, including roofing, grandstand installations, games/sports and amusement equipment as well as fairground rides or showmen's shops, free-standing scaffolding structures/advertising installations/monitor walls, free-standing mast or signalling installations for exhibition or presentation purposes, additional extensions and porches to existing exhibition halls and/or exhibition marquees on the trade fair side, all other accessible and/or roofed or free-standing stand construction installations, such as pallets, stands, stands, stands, stands, stands, stands, stands, stands and stands. Free-standing stand constructions such as platforms, footbridges, canopies and walkways, 1-storey and multi-storey pavilions and/or container constructions, constructions with cinema, spectator or visitor rooms enclosed on all sides.

Banners or the like may be mounted on the historic railway overpassing the courtyard only in exceptional cases and after consultation. In this case, the owner of the bridge structure must approve the assembly. The application must be made 2 weeks in advance. Station Berlin will register and approve the installation. The costs incurred shall be borne by the Organizer.

4.2.5 Suspensions, rigging

For safety reasons, suspensions on the ceilings and in the supporting structure may only be carried out by qualified personnel. The Organizer must notify Station Berlin of any necessary suspensions before the event and coordinate them with them. Suspensions have to comply with the generally recognized rules of technology. Furthermore, the specified load limits must be observed.

Suspension points may be used in the Venue to attach technical equipment for the event. Suspension points must be constructed following the generally recognized rules of technology.

The specified load limits can be found in the plans of Station Berlin and are mandatory. On request, Station Berlin will be happy to assist with the preparation of the relevant planning documents.

When introducing dynamically acting forces, the load limit must be reduced accordingly. The planning documents are required at least 3 calendar weeks before the installation to provide the desired suspension points. This includes a dimensioned plan with the positions of the necessary suspension points, the designation of the equipment to be installed (in particular the load-bearing, lifting and holding equipment), a load assumption plan with a specification of the forces acting on the suspension points, the static verifications of the constructions to be installed. The laser line detectors above the steel girders must not be permanently interrupted as a matter of principle. In exceptional cases, substitute measures such as the provision of fire safety guards must be undertaken.



In cases of doubt, a static assessment of the suspensions will be commissioned at the Organizer's expense.

Workers at height must carry a copy of their certification/proof according to igvw (basis SQQ2) or equivalent evidence.

4.2.6 Carpets, floor covering

The placing of carpets or other decorative material directly on the floor by the Organizer must be done so that there is no risk of people slipping, tripping or falling. Carpets and other floor coverings must not protrude into the escape and rescue routes. Adhesive markings, carpet fixings, etc., may only be made with residue-free removable carpet installation tape. Self-adhesive carpet tiles are not permitted. The hall floors may not be painted. All materials used must be removed without leaving any residue. If the roof terrace is used in wet weather, appropriate measures such as laying clean run mats or similar must be taken to prevent the risk of slipping on the existing wooden floor. Cleaning costs arising from violations of these provisions shall be borne by the party responsible.

4.2.7 Breakwaters

If standing areas for visitors are arranged in front of stage areas at concert events, the visitor areas shall be separated from the stage area by a barrier in such a way that there is an aisle at least 2 m wide between the stage area and the barrier for the security service and rescue forces.

At events with staging areas and less than 5,000 standing places, barriers (breakwaters) shall be installed if necessary due to the nature of the event, in particular, due to the expected audience profile. Station Berlin shall decide based on a safety assessment unless an official order is issued. The costs for the provision, erection and dismantling of breakwaters and possible applications for exemption from the authorities shall be borne by the Organizer.

4.2.8 Glass

Only safety glass may be used for constructions made of glass. Edges of glass panes shall be machined or protected so that there is no risk of injury. All glass structures shall be marked at eye level (160 cm). For glass structures, the requirements according to "Technical Rules for the Use of Fall-Proof Glazing (TRAV)" must be observed.



4.2.9 Bolts, holes, nails

Drilling holes and hammering in nails, ground nails in outdoor areas and the like in floors, walls and ceilings is not permitted. In exceptional cases, drilling may only be carried out by Station Berlin staff. A fee of € 80.00 per borehole is charged for inspection, approval, drilling and closing of a borehole. Bolt shooting is also not permitted.

4.3 Decorations, Equipment, Props

4.3.1 Decorations

Materials, decorations and curtains used to decorate the event must consist of at least flame-retardant materials (following DIN 4102 or EN 13501-1).

Decorations in necessary corridors, aisles and stairways (escape routes) must be made of non-flammable materials. Escape routes also include airlocks and stairwells. Repeatedly used materials must be re-tested for their flame retardancy and re-impregnated if necessary.

The property "flame-retardant" can only be achieved subsequently for some of these materials with a flame retardant. The flame retardants used must be officially approved. Confirmation of flame retardancy or impregnation carried out following regulations (certificate) must be presented to Berlin Station.

Sticking on walls, doors, pillars and ceilings is generally prohibited. In this context, handing out stickers, labels or similar to visitors is not permitted.

All materials brought in must be kept far enough away from sources of ignition, spotlights and radiant heaters so that they cannot ignite them.

Decorations must be attached directly to walls, ceilings or equipment. Decorations hanging freely in the room are only permitted if mounted at a distance of at least 2.50 m from the floor.

Decorations made of natural plants may be placed in the rooms only as long as they are fresh. Bamboo, reeds, hay, straw, bark mulch, peat or similar materials do not generally meet the above requirements (risk of ignition from tobacco products).

The use of confetti, confetti cannons, foam machines is prohibited.

Station Berlin must approve the use of balloons filled with safety gas and other flying objects.

The operation of these flying objects must not obstruct or damage safety equipment at any time. In this case, there is a risk of triggering the fire alarm system by rising balloons moving through the laser line detectors.



4.3.2 Equipment

The stage and scenery equipment, such as wall, floor and ceiling elements, must be made of at least flame-retardant materials. Certificates regarding the flame-retardant nature of objects must be submitted to Station Berlin upon request.

4.3.3 Props

Props are furnishings for stages and sets. They include in particular, furniture, lights, pictures and tableware. They must be made of at least normally inflammable material.

4.4 Special fire protection and Safety Instructions

4.4.1 Catering

All work areas, such as kitchen areas, barbecue stations, returns, etc., must be lined with solid construction foil (B1 flame-retardant).

The floors under beverage stations and food buffets in the guest area shall be lined with Cityclean mats or similar. Catering equipment such as convection ovens, ovens, grills, etc., may only be operated after prior notification and consultation at the start of work. Class F fire extinguishers (fires caused by oils in deep-frying equipment and other kitchen equipment) must be carried by the caterer in sufficient quantity.

4.4.2 Open fire, flammable liquids, gases, pyrotechnics

The use of open fire, flammable liquids, gases, pyrotechnic objects, explosives and other highly flammable substances is prohibited. However, the ban does not apply if the nature of the event justifies the use and the Organizer has agreed to the necessary fire protection measures with Station Berlin and the responsible authority in each case. The use of pyrotechnic objects must be approved by the authorities and supervised by a person suitable under explosives law who shall present proof of the holder of the permit and the certificate of competence. The Organizer is responsible for obtaining the permit. The costs incurred for official permits and for securing the event when pyrotechnic objects are used shall also be borne by the Organizer.

The relevant regulations must be observed when storing pyrotechnic materials and gas. Pyrotechnic objects, flammable liquids, and other combustible materials, in particular packing materials, may not be stored in the assembly room but the magazines provided for this purpose.

4.4.3 Candles, kitchen and warming facilities

The use of candles and similar light sources as table decorations and open fires in designated kitchen facilities for food preparation is only permitted with the consent of Station Berlin ("kept candle-light").

All heat-generating electrical appliances must be reported to Station Berlin and need approval by Station Berlin before being put into operation. A sufficiently large distance from combustible materials must be ensured according to the heat generated. Heat-generating lighting fixtures may not be attached to decorations or the like. Electrical cooking appliances and other equipment that could cause hazards if operated uncontrolled must be switched off at the end of the daily opening hours.



4.4.4 Combustible packaging materials

Flammable packaging materials shall be removed from the Venue by the Organizer without delay. Under no circumstances may packaging materials, waste or residual materials be stored under or on stages, grandstands or platforms.

Limited storage space can be made available by Station Berlin for a fee (in-house storage).

Waste, recyclable and residual material containers in the event areas must be emptied regularly, at the latest every evening after the end of the exhibition. If larger quantities of combustible waste are produced, this must be disposed of several times a day. Waste shall be disposed of for a fee via the facilities provided for this purpose at Station Berlin.

4.4.5 Vehicles

The exhibition of vehicles with combustion engines in the Venue is always subject to notification and approval.

Appropriate protective measures are required. The protective measures depend on the degree of danger. For example, fuel contained in the tank and pipes increases the fire load and the risk of fuel spillage in the event of a fault. In addition, fuel vapours from petrol-driven vehicles can mix with the air to form an explosive atmosphere. One way to eliminate the risk of explosion is to fill the tank with an inert gas such as nitrogen.

The inert gases do not damage the engine of petrol-driven vehicles. The next time the tank is filled, the inert gas is automatically forced through the tank vent. The fuel filler cap must be closed. To reduce the occurrence of an ignition spark, disconnect the power supply (battery). As a further safety measure, the provision of a fire safety guard should be planned. If internal combustion engines are operated for more extended periods for scenic reasons, the exhaust gases must either be led directly into the open air with hoses or be rendered harmless.

The exhibition of gas-powered vehicles in the halls is strictly prohibited. This prohibition applies to all types of propellants such as biogas, natural gas/CNG, LPG and liquid gas.

4.4.6 Fire, welding, abrasive cutting work, hot work

All types of fire and hot work are prohibited in the Venue. Exceptions are only permitted with the prior written consent of Station Berlin. Depending on the type and scope of the work, it may be necessary to switch off fire alarms and deploy fire safety guards.



4.4.7 Electric cables

Electrical cables must be laid so that no dangerous heating can occur (unwound, distributed over a large area and sufficiently ventilated). Possible tripping hazards due to lines, hoses or ramps must be indicated by conspicuous labelling.

4.4.8 Use of balloons and other flying objects

The use of balloons filled with safety gas and other flying objects in the halls and outdoor areas must be applied for in advance and approved by Station Berlin. Flying objects and drones are strictly prohibited while visitors are present in the halls and outdoor areas. The operation of such flying objects may not obstruct or damage safety equipment at any time.

4.4.9 Drones

The use of drones is subject to notification and approval by the Organizer. The notice must be made to Station Berlin at least 4 weeks before the planned use.

The operator must always maintain visual contact with the drone. Approaching and flying over people is not permitted. Precautions must be taken during take-off and landing to ensure that no one is endangered. A landing site should be cordoned off. Public areas are to be secured by appropriate protective measures such as the installation of nets or similar.

The conclusion of a liability insurance policy covering the risks associated with drone use is obligatory and must be presented to Station Berlin upon request. Such risks are often not covered by the "usual" general private liability insurance or Organizer's liability insurance.

The controller must provide proof of special knowledge. This proof of knowledge can be obtained by examination by a body recognized by the Federal Office of Civil Aeronautics or instruction by an authorized air sports association/club (minimum age 16 years).

Details of the aircraft (weight), suitability, and the pilot's name must be submitted. In addition to the regulations established by federal states, municipalities and/or cities, the Air Traffic Act (LuftVG) & the Air Traffic Regulations (LuftVO) apply.

When filming and photographing with drones, the personal rights, property rights and copyrights of the filmed persons, properties, buildings and monuments, etc., apply.



4.5 Occupational safety, health and environmental protection

4.5.1 Occupational safety

All set-up and dismantling work shall comply with the applicable provisions of occupational health and safety law and accident prevention regulations, in particular, DGUV-V 1 "Prevention", DGUV-V3 and DGUV-V17/18, as well as the DGUV Information of "Safety at Events and Productions". The Organizer and the companies commissioned by it are responsible for observing the accident prevention regulations and health and Safety Instructions. In particular, the Organizer and the companies commissioned by it must ensure that their assembly and dismantling work does not endanger other persons present in and on the Venue's premises. Hazardous areas and protective measures (prohibitions and orders) must be marked following ASR A1.3 "Safety and Health Protection Markings" - even for a short time if necessary. If necessary, the Organizer shall ensure appropriate coordination by which the work is coordinated. If this is not possible, the Organizer must temporarily stop the work and report to Station Berlin.

4.5.2 Volume, hearing protection

Organizers of musical performances where high sound pressure levels (volume) are to be expected shall be responsible for checking whether and which safety measures are necessary to prevent damage to the audience. Limiting the volume appropriately must ensure that visitors and third parties are not harmed during the event (e.g. risk of hearing loss). DIN 15 905 "Event Technology - Sound Technology", Part 5, is a generally recognized technology rule and contains "Measures to prevent the audience's hearing from being endangered by high sound pressure levels with electroacoustic sound technology". The Organizer must observe it. In addition, the Organizer shall provide a sufficient number of hearing protection devices (e.g. earplugs) free of charge and make them available to visitors on request if it cannot be safely ruled out that excessive sound pressure levels may cause damage to visitors. This shall be clearly indicated in the entrance area of the Venue.

4.5.3 Noise protection

According to § 2 LImSchG Bln, everyone must behave to avoid harmful environmental effects, including noise. In addition, precautions must be taken against harmful effects on the environment when constructing and operating facilities by following state of the art. Furthermore, the event and the corresponding assembly and dismantling work must not cause any unacceptable noise nuisance for residents in the vicinity of the Venue.

According to § 2 (3), it is not permissible to unnecessarily operate engines that generate noise or exhaust fumes. According to § 3 of the LImSchG Bln, it is prohibited from 22:00 - 06:00 hours to cause noise that disturbs the peace and quiet of anyone. According to § 4 of the LImSchG Bln, it is not permitted to cause noise that significantly disturbs the peace on Sundays and public holidays.

Deliveries to the event halls and the loading and unloading of lorries must only occur during daylight hours. Delivery and loading activities at night time 22:00 - 06:00 and on Sundays and public holidays are prohibited.



During music events and events with particular noise generation, exterior windows and exterior doors are to be kept closed.

The sound system's volume must be measured and, if necessary, limited following the specifications of the noise protection report for the Venue or a corresponding exemption permit according to § 10 LImSchG Bln.

An expert shall level the sound system. The Organizer shall bear the costs.

According to the lessor's noise protection report, the following internal sound levels are possible:
Listing of the maximum indoor sound levels (Takt-Maximalpegel LAFTeq) in the event halls

Hall	Maximum Noise Level LAFTeq [dB(A)]
1	80
2	99
3 (Use of sound trap for access via glass façade)	99
4	94
5	75
6	80
7	99
6.1 Symposium	75
7.1	95
7.2	90
8	90

According to the top indoor sound levels list values, it is impossible to use Halls 1, 4, 5, 6 and 6.1 as a concert or party venue.

Based on the information provided by the Organizer, the Station Berlin will apply to the Environmental Agency for an exemption permit.

Random sound level measurements will be taken indoors and outdoors. In the event of infringements, the assembly, dismantling work, and the event may be restricted.



4.5.4 Laser systems

The operation of laser systems is subject to notification and must be coordinated with Station Berlin. When operating laser systems, the requirements of the Occupational Health and Safety Ordinance on Artificial Optical Radiation 2006/25 EG/ OStrV, DIN EN 60825-1, DIN EN 12254 and, in the case of show lasers, the requirements of DIN 56912 and DGUV Information 203-036 "Laser Equipment for Show and Projection Purposes" must be observed. In addition, class 3R 3B and 4 laser systems must be notified to the responsible supervisory authority before being put into operation and, upon request, must have their safety tested by a publicly appointed and sworn expert at the Organizer's expense. The inspection certificate shall be submitted to Station Berlin before the event. The notification shall be accompanied by the written appointment of a laser safety officer present on site.

4.5.5 Smoking ban

In principle, smoking is prohibited in the Venue, the Organizer shall ensure that the smoking ban is enforced during assembly, dismantling, and the event's staging. The smoking ban also includes the use of e-cigarettes.

Smoking areas may be set up following notification to Station Berlin and the initiation of appropriate measures such as switching off smoke detectors and providing fire safety guards.

4.5.6 Waste handling

The waste generation during set-up/dismantling and the event is to be avoided as far as possible following the Closed Substance Cycle and Waste Management Act (KrW-/AbfG) principles. Waste that cannot be avoided shall be disposed of in an environmentally compatible manner (recycling before disposal). The Organizer is obliged to contribute effectively to this.

The Organizer shall ensure that all materials (adornments, packaging, decorations, etc.) and installations and superstructures brought onto the premises and into the Venue by him or its contractors are entirely removed at the end of the event. Only substances and materials that cannot be reused (and thus become waste) are to be disposed of via the Station Berlin waste disposal system against a charge. If hazardous waste (waste requiring supervision) is produced, Station Berlin must be informed immediately, and separate disposal must be arranged via approved Station Berlin service partners.

4.5.7 Wastewater

Solid or liquid waste disposal via the sewage system (toilets, sewer inlets) is strictly prohibited. When using mobile catering, care must be taken to ensure that fats and oils are collected separately and sent for separate disposal. Cleaning work must always be carried out with biodegradable products.



4.5.8 Environmental damage

Environmental damage/contamination in and on the venue premises (e.g. due to leaking petrol, oil, hazardous substances) must be reported immediately to Station Berlin.

5. **Definition of tasks and competencies - event management, project management, technical management on the part of the Organizer and Station Berlin.**

Name of the event/ date:
Project Manager of Station Berlin PL STA:
Name and signature:
Event manager of the Organizer VAL:
Name and signature:
Technical Manager/ Person responsible for event technology of Station Berlin VfV STA:
Name and signature:
Technical Manager/ Head of Production of the Organizer TLVA:
Name and signature:

BetrVO	Tasks und Competences	PL STA	VAL	VfV STA	TL VA
25	Keeping escape routes and areas free for the fire brigade.		x		
	This must be permanently and visibly indicated. The safety signs for escape routes in the Venue must be visible.			x	
	Opening (unlocking) all doors along escape routes if persons are present in these areas.			x	
26, Para. 1-4	Adherence to the number of visitor seats and the arrangement of the seating plan, wheelchair spaces, row connectors.		x		
	Monitoring compliance with § 26, para. 1-4 Seating			x	
§ 26, Para. 3	Posting of the approved seating plan			x	
§ 27, Para. 1, 3, 4, 5, 8	Compliance with and evidence of fire behaviour requirements and installing curtains, fittings, props and decorations. Flammable material must be sufficiently far away from ignition sources such as spotlights or radiant heaters so that they cannot ignite the material.		x		
	Monitoring compliance with § 27, paras. 1, 3, 4, 5, 8 flame retardant B1, calling in, testing, collection of evidence			x	
§ 28	Compliance with the prohibition on the storage of flammable materials within the Venue. Pyrotechnic articles, flammable liquids, and other flammable materials, in particular packing materials, shall not be stored in the Venue but in the magazines provided for that purpose.		x		
	Monitoring of compliance § 28 Combustible materials			x	
§ 29, Para. 2	Compliance with the prohibition of naked flames, flammable liquids and gases, pyrotechnic articles and other explosive substances, compliance with the prohibition of smoking.		x		
	Monitoring compliance with § 29, para. 2 open fires			x	
§ 30, Para. 3	Coordinating necessary fire protection measures with the fire brigade for shutting down the automatic fire alarm system			x	
§ 31	Compliance with occupational health and Safety Instructions for the use and operation of laser systems,				x
§ 32, Para. 1	Responsibility for the safety of the event and compliance with the operating regulations		x		x

BetrVO	Tasks und Competences	PL STA	VAL	VfV STA	TL VA
§ 32, Para. 1	Superior supervision for the safety of the event and compliance with the operational regulations			x	
§ 32, Para. 2	Presence of the operator during the operation of the Venue			x	
§ 32, Para. 3	Ensure the cooperation of the security service, fire safety guards and medical service with the police, fire brigade and ambulance service		x		
§ 32, Para. 4	Cease operation of installations, facilities or equipment necessary for the safety of the Venue is not operational or if operating regulations cannot be complied with	x		x	
§ 33	Ensure that tasks are fulfilled by technical specialists analogous to §§ 33, 34 BetrVO Bln persons responsible for event technology,				x
	Monitoring compliance with § 33			x	
	Determine/assess whether increased fire hazards are expected due to the event and, if necessary, determine compensatory measures.			x	
§ 35, Para. 1	Provision of a fire safety guard at the tenant's expense for every event on large stages and stage areas with a floor area of more than 200 m ² and/or in the event of increased fire hazards.	x			
§ 37, Para. 1	Evaluate and determine whether an event-specific security concept is to be needed for the event and whether a security service is to be set up.			x	
	If required by the nature of the event, a security concept shall be drawn up, and a medical and security service shall be established.		x		
	Venues greater than 5,000 visitor seats require a security concept in agreement with the authorities responsible for security or order, particularly the police, the fire brigade and the emergency services.			x	
§ 37 Para. 4 BetrVO	If required by the type of event, a security service shall be set up, and a security service manager shall be appointed to perform the duties under Section 37 (4) BetrVO. The lessor may stipulate that only security services familiar with/approved for the hall may be deployed for safety reasons. The hirer shall bear the costs.	x			

BetrVO	Tasks und Competences	PL STA	VAL	VfV STA	TL VA
	Organization and instruction of the tenant's staff about necessary regulations and operation of required equipment (lift or similar).			x	
	Performing tasks following the security concept, obligation to implement security measures following the security concept	x	x	x	x
	Notification of events with an expected attendance of more than 5,000 to the authorities responsible for medical and rescue services.			x	
§ 50, Nr. 10, 11, 13, 15, 18, 21, 25, 27	Administrative offences in the case of intentional or negligent acts contrary to § 25, § 26 para. 2, § 29 para. 2, § 32 para. 2, § 35 para. 1, § 37 para. 1		x		x
§ 50, Nr. 21, 22	Administrative offences in the event of intentional or negligent action contrary to § 32 paras. 2 and 4	x		x	
	Release for the opening of the house, ending of the event, clearing of the areas, closing of the house	x		x	
	Observance and enforcement of the house rules		x		
	Asserting superior domiciliary rights vis-à-vis all persons who endanger the safety of the event or prevent compliance with the operating regulations	x		x	
§ 36, Para. 1	Drawing up fire Safety Instructions and posting them on the notice board			x	
	Drawing up fire brigade plans at the front			x	
	Performing the duties of the event manager following the BSO (arranging and supervising safe evacuation)		x		
§ 40, Para. 1-4 VfV	Management, supervision, presence during set-up, dismantling and at the event (including rehearsals, etc.) by own specialists analogous to §§ 33, 34 BetrVO Bln persons responsible for event technology or by specialists who are familiar with the stage, studio and lighting technology and other technical equipment of the hirer and ensure their safety and functionality, in particular concerning fire protection.				x
	Monitoring compliance with § 40, paras. 1-4 VfV			x	

BetrVO	Tasks und Competences	PL STA	VAL	VfV STA	TL VA
VeranstTechMeistPrV § 1 (2) 1.	Participate in the planning and installation of facilities and workplaces as well as in the procurement of equipment for technical implementation, monitor facilities and equipment concerning quality and safety requirements as well as malfunctions, recognize malfunctions and initiate and supervise measures to remedy them, initiate and supervise the maintenance of facilities and equipment.				x
VeranstTechMeistPrV § 1 (2) 4.	Implementing and monitoring the necessary measures for occupational health and safety, accident prevention, fire protection and compliance with the provisions of the operating regulations in consultation with the bodies and persons involved in occupational health and safety in the company and the responsible authorities.				x
VeranstTechMeistPrV § 1 (2) 1.+4.	Monitoring compliance with VeranstTechMeistPrV § 1 (2) 1.+4. by random checks, requesting installer certificates for electrical and rigging systems			x	
	The assessment of whether the facilitations according to BetrVO § 40 (5) can be claimed, particularly whether dangers/hazards can emanate from the technical facilities and superstructures or the performances.			x	
	Timely notification of "technical rehearsals" following BetrVO § 40 Para. 6 to the lessor and the building supervisory authority, including the obligation to carry out a technical rehearsal, unless the building supervisory authority waives this in individual cases or the lessee submits a guest performance test book.				x
	There is an obligation to install breakwaters as many standing places are arranged in front of the scene area/stage, and particular pressure is expected in front of the scene area/stage.		x		
§§ 2 ff. LImSchG Bln	Sound level monitoring according to §§ 2 ff. LImSchG Bln, following TA Lärm, following the acoustic study by BBM or AZ by the Environmental Agency.				x
	Monitoring of compliance with §§ 2 ff. LImSchG Bln			x	

BetrVO	Tasks und Competences	PL STA	VAL	VfV STA	TL VA
DGUV I 209-023, DIN 15-905-5	Monitoring of volume levels following DGUV Information 209-023, following DIN 15 905-5 5 "Event technology - Sound technology - Part 5: Measures to avoid endangering the hearing of the audience through high sound pressure levels with electroacoustic sound technology".				x
	Monitoring of compliance with DGUV I 209-023, DIN 15-905-5			x	
	If there is no TL VA on-site, the duties mentioned earlier of the TL VA become the responsibility of the VAL.		x		