



# SAFETY PROVISIONS FOR EVENTS

of Kultur und Veranstaltungen GmbH (Last updated: September 2022)

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## 1. Scope of Application

These Safety Provisions of the Kultur und Veranstaltungen GmbH (hereinafter referred to as the “KVG”) apply to events in and on the premises of DAS WORMSER Theater, Kultur- und Tagungszentrum (hereinafter referred to as the “event venue”). They are based on the requirements of the Rhineland-Palatinate event venue regulations (MVStättVO) and specify the legal obligations between the KVG and the client for holding events in accordance with the provision of § 38 paragraph 5 MVStättVO. The client shall ensure that their service providers meet the safety and fire protection requirements.

The building authority, the fire protection agencies, the police and the KVG can impose additional safety and protection requirements for events, if special risks for people and property arise from the type or scope of the planned event.

## 2. Obligations of Notification and Authorization

### 2.1 Obligations of Notification Prior to the Event

The client shall communicate and coordinate all organizational and technical details, the scheduled beginning of the event, the admission times, the end of the event and the layout planning of the hall(s), premises and areas to/with the KVG in writing, 4 weeks prior to the event at the latest. The KVG reserves the right to provide the client with a (electronic) data mask to collect all necessary event data. It is only allowed to use this data mask for this event. The KVG reserves the right to transmit this information to the competent authorities and agencies (public order office, police, fire brigade, building regulations office, ambulance/rescue service and private security service). Required information include in particular:

- the name and personal contact details of an authorized representative, who will be present at the event,
- whether the client has commissioned people for the event technology, who will supervise the set-up, the deconstruction, and the event itself,
- the size and arrangement of performance areas, stages, stands, catwalks, fore stages, podiums, or similar superstructures that might need to be installed,
- the expected number of visitors and the expected audience profile,
- whether bag search and admission controls are planned,
- whether any stage, studio, lighting, or other technical equipment will be installed,
- whether technical equipment will be moved or rebuilt during the event,
- whether there will be mechanical movements or artistic performances in or above the auditorium
- whether any fire risky activities, pyrotechnical effects, the operation of laser devices or fog machines are scheduled (separate approval might be required),
- whether any ornaments, decorations, equipment or props will be installed (fire protection classes must be certified pursuant to MVStättVO),
- whether the client plans a “technical rehearsal” prior to the event.

Based on the information provided by the client, the KVG carries out a safety assessment. This will be the basis for planning necessary safety measures, for assessing if and how much qualified event personnel and external emergency services (fire brigade, medical service, security service) (cf. §§ 40 to 43 MVStättVO) are needed. Should the client provide late, no or incomplete information, the KVG will assume that the event entails a major risk. The client shall bear all additional costs (e.g., additional personnel costs due to an increased number of security personnel) resulting from this assumption. Incorrect information may lead to the restriction, cancellation, or termination of the event.

## **2.2 Technical Rehearsals**

If performance areas with a floor space of more than 200 m<sup>2</sup> are used or if guest performances with individual sets are planned, a private technical rehearsal with the entire set shall be carried out prior to the event, unless this can be dispensed with due to the type of event or the scope of the set (provided it is non-hazardous). The KVG and the building authority will decide on whether the rehearsal can be forgone, based on the information provided by the client (see Section 2.1). If a rehearsal is required, the client must coordinate the expected date and time of the technical rehearsal with the KVG in due time.

## **2.3 Approvals and Acceptances**

Event premises and areas are provided based on officially approved escape route and seating plans with a specified maximum visitor capacity. Changes to the type of use as well as deviations from the existing, approved escape route and seating plans, e.g., changes to the seating or the escape route layout as well as to the set-up of tents, podiums, stands, special constructions or temporary buildings, require prior written consent of the KVG. As a rule, such measures require approval under building law and require acceptance by the building authority and the fire directorate.

## **2.4 Costs of Official Approval and Acceptance**

The client may have to submit documents, plans, attestations, test certificates and/or expert opinions as well as building and fire protection inspection certificates for projects mentioned in these safety provisions, which require notification or approval. The KVG will help the client to obtain official approval. The client shall bear the costs and risks of approval procedures. The client shall also bear the costs of official acceptances and approvals.

## **3. Persons in Charge, External Services, Domiciliary Rights**

### **3.1 Responsibility of the Client**

The client is responsible for the event program and the safe and smooth course of the event. This includes ensuring that the maximum admissible visitor capacity in the provided event premises and event areas is observed. Overcrowding is strictly forbidden. The client is responsible for public safety within the event venue regarding decorations, equipment, props, superstructures and installations, suspensions, laid cables and stage, studio and lighting equipment brought in by the client or by commissioned third parties for the duration of use of the event venue. The client shall meet the requirements of these safety provisions and comply with the operating rules of the MVStättVO and the German Statutory Accident Insurance (DGUV), in particular the DGUV-V 17/18 (Event and Production Sites for Scenic Presentations) regarding all objects and materials installed by the client. The client is responsible for the compliance with all other laws and regulations applicable to the event, in particular with the Youth Protection Act, the Sunday and Holiday Act, the Working Hours Act, the German Occupational Safety and Health Act, the provisions of the law for the protection of non-smokers, the Trade Regulation Act Code as well as the emission protection and waste disposal regulations.

The client is obliged to observe the existing safety concept for the event venue and to implement it in coordination with the KVG. If necessary for the corresponding event, the client will receive the required documents of the safety concept (safety instructions cards for emergencies, etc.) from the KVG for the exclusive use for their event. The KVG is entitled to ask the client to draw up and implement an event-specific safety concept for events with higher risks.

### **3.2 Representative of the Client Authorized to Make Decisions**

The client shall appoint and notify the KVG of a representative authorized to make decisions (see No. 2.1) who will be present at the event. At the request of the KVG, the representative authorized to make decisions shall participate in a joint inspection of the event venue and become familiar with the event premises including the escape and rescue routes. Prior to the event and at the request of the KVG, the representative authorized to make decisions shall also receive information/instructions on the safety provisions to be observed. The authorized representative of the client shall ensure the smooth and safe course of the event. The authorized representative shall be present at the event, available at all times and shall coordinate any necessary decision on visitor safety with the contact person appointed by the KVG, with public authorities and with external personnel (fire brigade, police, building authority, public order office and first-aid service). The authorized representative shall terminate an event, in case of a particularly dangerous situation that poses an immediate risk to event participants.

### **3.3 Event Manager**

The KVG generally assumes the role of the event manager during an event according to § 38 Para. 2 and 5 MVStättVO. The KVG reserves the right to ask the client to put their authorized representative in charge of the event management. In this case, the event manager of the client will be supported by an expert and a person with decision making authority appointed by the KVG. The KVG is entitled to apportion all costs arising from the role of the event manager to the client.

### **3.4 Technical Staff of the KVG, Persons Responsible for the Technical Equipment, Trained Event Technology Staff**

The technical building equipment of the event venue may only be operated by the KVG's technical staff. The client shall commission corresponding specialists for any technical superstructures and equipment installed, according to §§ 39, 40 MVStättVO. The client shall notify the KVG of the required qualified personnel, no later than 4 weeks prior the event. If the technical equipment of the client is of a simple type and scope, the KVG can manage and supervise the set-up, deconstruction and operation in accordance with § 40 paragraphs 2 to 4 MVStättVO at the client's expense. At the request of the KVG, the client shall appoint a person responsible for managing and coordinating the work on site during the set-up and deconstruction in accordance with the German Occupational Safety Health Act.

### **3.5 Responsibility of the KVG**

The KVG and the persons commissioned by the KVG are entitled and obliged to perform spot checks to ascertain whether the client complies with the operating rules of the MVStättVO and with these safety provisions. For this reason, the KVG and their representatives must always be granted access to the event venue.

### **3.6 Admission, Safety and Security Service, Tour Security**

The safety and security service is responsible for the tasks defined in the MVStättVO. The KVG commissions a safety and security service (an approved KVG service partner) at the client's expense. The necessary security headcount is determined, among other things, by the type of event, the number of visitors, potential event-related risks, external threats and, if applicable, by additional requirements of authorities. Therefore, the KVG generally communicates the exact number of admission and security staff required, at short notice before the beginning of the corresponding event, based on the event-related safety assessment. If possible and upon request, the client will be informed about the expected number of security forces required when signing the contract.

If the client has their own "tour security" as personal protection for artists etc., the KVG remains authorized to issue instructions in accordance with the provisions of Section 3.8.

### **3.7 Fire Brigade (Fire Security Guard) and First-Aid Service**

Prior to the event, the KVG will inform these services providers of the safety assessment of the event. The scope of these services (number of staff required) depends on the type of event, the number of visitors, the event-specific safety provisions and requirements stipulated by public authorities for individual events. The client shall bear the costs of these services.

### **3.8 Exercising Domiciliary Rights**

Based on these safety provisions and on the applicable house rules, the client and the KVG shall exercise the domiciliary rights vis-à-vis the event visitors and the commissioned third parties within the premises and areas provided to the client. Moreover, the KVG exercises the domiciliary rights vis-à-vis the client and vis-à-vis the visitors and third parties during the provision of event premises and areas. The commissioned security staff will help to enforce the domiciliary rights.

The client shall remedy any violations of the house rules, the present safety provisions, event-related legal regulations or official orders immediately. The KVG is entitled to a substitute performance at the client's expense if the latter fails to act immediately upon prior request. If a substitute performance is not possible or unreasonable, if the client refuses to carry out the substitute performance or if the client refuses to bear the costs, the KVG can demand from the client to vacate and return the provided event areas as a last resort. If the client does not comply with a corresponding demand, the KVG is entitled to cancel the event and to vacate the premises at the client's cost and risk.

## **4. Safety and Fire Protection Rules**

### **4.1 Traffic Regulation, Escape Routes, Safety Equipment**

#### **4.1.1 Traffic on the Grounds**

The provisions of the German road traffic regulations (StVO) apply in the entire event venue. Vehicles must not exceed walking speed on the entire site. Drivers shall bear the risk of driving any vehicles on the grounds. The KVG is entitled to inspect the loading beds of motor vehicles and containers of people entering or leaving the premises. Due to the set-up and deconstruction of other events, that take place at the same time, the grounds may be temporarily closed for motor vehicle traffic.

#### **4.1.2 Forklifts and Lift Trucks**

The client or service providers commissioned by the client may only use motorized aids and vehicles such as forklift trucks in the foyer and in the halls upon prior approval from the KVG. Exceptions require prior consent of the KVG. The client may transport loads with manually operated aids (e.g. lift trucks). The client or the service providers commissioned shall be informed of the permissible floor loading capacity and floor condition before transporting loads in the event venue.

#### **4.1.3 Fire Brigade Movement Zones**

The necessary access roads and operation areas for the fire brigade marked with "no parking" signs must be clear at all times. Vehicles and objects parked on escape routes and safety areas will be removed at their owner's expense. Hydrants in the event venue and in the outdoor area may not be obstructed, made unrecognizable or inaccessible.

#### **4.1.4 Emergency Exits, Escape Exits, Corridors, Aisles**

Escape routes must always be clear. It must be possible to fully and easily open all the doors from inside which are part of the escape routes. Escape routes, exits, escape exits, and their markings shall not be blocked, covered or otherwise rendered unrecognizable. Corridors and aisles must not be obstructed during the event by objects that have been parked or that project into them. Corridors and aisles serve as escape routes in case of an emergency. Fire and smoke protection doors must not be kept open by wedges or other objects.

#### **4.1.5 Safety Equipment**

Fire alarms, hydrants, extinguishers, hoses, smoke vents, trigger points for smoke extraction systems, smoke detectors, telephones, intake and outlet vents for the HVAC system, smoke removal devices, their signs and the green emergency exit signs must be clear and visible. They must not be obstructed, covered, or rendered unrecognizable.

### **4.2 Installations and Superstructures for Events**

#### **4.2.1 Technical Equipment of the KVG**

In general, only the KVG's personnel or contractually approved service providers engaged with the KVG may use existing, permanently installed technical building equipment. This also applies to necessary connections to the KVG's supply networks (e.g., electricity, water, telecommunications). Unless otherwise agreed, the client is not entitled to demand from the KVG to remove their own technical equipment installed on the event premises.

#### **4.2.2 Technical Equipment of the Client**

The technical equipment provided by the client, or by the partners commissioned by the client, must meet the generally recognized engineering standards, the requirements of the accident prevention regulations DGUV-V 17 and must comply with the DGUV-V 3 including the relevant information and implementation provisions (see BGI 810) as regards their safety and functionality. Electrical switchgear and electrical systems shall not to be accessible to visitors and must be appropriately secured. The client and their service partners must ensure that there is no mutual obstruction or danger during their set-up and deconstruction work. If necessary, the customer shall appoint coordinators to coordinate the activities.

#### **4.2.3 Installations, Superstructures, Performance Areas, Special Structures**

Installations and superstructures in the event venue and setting-up temporary buildings in open spaces are/is subject to notification and, if applicable, to authorization. The client is responsible for ensuring the safety of all areas in use, including installations and superstructures. Protection equipment (e.g. automatic fire extinguishing devices, smoke barriers) must not be impaired by installations and superstructures. Installations and superstructures must be designed in a way that their stability is not impaired by dynamic vibrations. The substructure of podium floors, performance areas and grandstands must consist of non-combustible materials. Materials that are easily flammable, drip off or form toxic gases must not be used under any circumstances. DIN 4102 or EN 13501-1 (fire behavior of materials, components) must be observed. The client may be requested to submit an official test certificate on the classification and the required qualities of the building material.

#### **4.2.4 Suspensions**

For safety reasons, suspensions on the ceilings and in the supporting structure may only be installed by qualified personnel. The client must register all necessary suspensions and coordinate them with the KVG prior to the event. Suspensions must comply with the generally recognized engineering standards. The specified load limits must be observed. In cases of doubt, a static assessment of the suspensions will be carried out at the client's expense.



#### **4.2.5 Carpets, Flooring**

Carpets or other floor coverings must be installed in a way that they pose no danger of slipping, tripping or falling. Carpets and other floor coverings shall be laid in a safe way. It is only permitted to use adhesive tape that can be removed without leaving any residues. The use of self-adhesive carpet tiles is not permitted. All materials used must be removed without leaving any residues. The same applies to substances such as oils, greases, paints, etc.

#### **4.2.6 Barriers**

If a standing space for visitors is arranged right at the performance area at concert events, the standing space must be separated from the performance area by a barrier. There must be a passageway of at least 2m width between the performance area and the barrier for the security and rescue service.

At events with performance areas and standing space for more than 5,000 people, barriers (crows control barriers) shall be installed if the type of event, in particular the expected audience profile necessitates it. The KVG will decide on this matter based on a safety assessment, unless an official order is issued. The client shall bear the costs of the provision, set-up and dismantling of crowd control barriers and possible requests for exemption from the authority.

#### **4.2.7 Glass**

Only safety glass may be used for glass constructions. Edges of glass panes must be altered or protected so that they pose no risk of injury. All-glass components must be marked at eye level (160cm). Glass constructions must comply with the technical regulations for the use of accident-proof glazing (TRAV).

#### **4.2.8 Bolts, Holes, Nails**

The use of bolts, anchors and nails as well as drilling holes is prohibited. Bolt shooting is not allowed. The KVG may grant exceptions.

### **4.3 Decorations, Equipment, Props**

#### **4.3.1 Decorations**

Materials, decorations and curtains used in the event venue must at least consist of flame-retardant materials (B1 according to DIN 4102 or at least class C according to EN 13501-1). Decorations in necessary corridors, aisles and stairwells (escape routes) must consist of non-combustible materials (A as per DIN 4102 or A1 as per DIN EN 13501-1). Re-used materials must be re-tested for flame-retardant properties and undergo additional flame-retardancy treatments, if necessary. The KVG can demand the presentation of an official test certificate on the required qualities of materials.

Objects installed must be placed far away from ignition sources, headlights and heat sources so that they cannot catch fire. Decorations must be applied directly to the walls, ceilings or equipment. (Free) Hanging decorations are only allowed if they hang at least 2.50 m above the floor and do not impair automatic fire extinguishing devices. Natural plant decorations are only permitted on the premises if they are fresh. Bamboo, reed, hay, straw, bark mulch, peat, (fir) trees without a root ball or similar materials do not meet the above-mentioned requirements. The KVG may grant exceptions in coordination with the competent authority.

#### **4.3.2 Equipment**

Equipment that is part of stage sets and sceneries, such as wall, floor and ceiling elements must consist at least consist of flame-retardant materials. Upon request, corresponding certificates concerning flame retardancy of objects must be presented to the KVG.

### **4.3.3. Props**

Props are furnishings from stage sets and sceneries. This includes furniture, lamps, pictures and crockery. They must consist of at least normal non-flammable materials.

## **4.4 Special Fire Protection and Safety Regulations**

### **4.4.1 Open Fire, Combustible Liquids, Gases, Pyrotechnics**

The use of open fire, combustible liquids, gases, fire, pyrotechnic items, explosives, and other highly flammable substances is prohibited. This prohibition does not apply if the use is justified due to the type of the event and if the client has coordinated the necessary fire protection measures in individual cases with the KVG and the competent authority. The use of pyrotechnic articles must be approved by the competent authority and monitored by a suitable person in accordance with explosives legislation. The holder's license and certificate of competence must be submitted. The client is responsible for obtaining approval. The client shall bear the costs of official approval and of event security measures, if pyrotechnic items are used.

### **4.4.2 Candles, Kitchen and Heating Equipment**

The use of candles and similar light sources as table decoration and the use of open fires in kitchen facilities to prepare food, requires prior consent of the KVG ("stored candlelight").

### **4.4.3 Combustible Packaging Materials**

The client shall remove combustible packaging materials from the event venue immediately. Packaging materials, waste or other recycling waste must not be stored under stages, stands or podiums.

### **4.4.4 Vehicles**

Vehicles with internal combustion engines must only be exhibited in the halls with a maximum fuel level of 5 liters. The fuel tank must be locked, and the ignition key must not be in the vehicle. Depending on the event and the installation site, further safety measures may be required, such as inerting the fuel tanks, disconnecting the batteries and/or setting up safety guards. For vehicles with alternative drive technology, e.g., electric or hybrid drive, the drive batteries must be disconnected from the drive by means of a safety terminal switch (main switch). For vehicles with gas drive, the pressure tank must be emptied.

### **4.4.5 Work Involving Fire, Welding, Abrasive Cutting and High Temperatures**

Working with fire and high temperatures is prohibited in the event venue. Exceptions shall only be granted upon prior written approval from the KVG.

### **4.4.6 Electric Cable**

Electric cables shall be laid in way that dangerous heating cannot occur (unwound, distributed over a large area, and sufficiently ventilated). Possible tripping hazards presented by cables, hoses or ramps shall be clearly marked.

### **4.4.7 Use of Balloons, Drones and Remotely Controlled Flying Objects**

The use of balloons filled with safety gas and other flying objects including drones in the halls and in outdoor areas require prior approval from the KVG. The use of flying objects and drones is generally prohibited when visitors are present in the halls and in outdoor areas. The use of such flying objects must not interfere with or damage the safety equipment.



## **4.5 Occupational Safety, Health and Environmental Protection**

### **4.5.1 Occupational Safety**

The set-up and deconstruction shall be done in compliance with the applicable legal provisions regarding occupational safety and with the accident prevention regulations, in particular with DGUV-V 1 "Prevention", DGUV-V3 and DGUV-V17/18 as well as DGUV information on "Safety at events and productions". The client and the engaged service providers are responsible for observing the accident prevention regulations and the occupational safety regulations. The client and the engaged service providers shall ensure that their set-up and deconstruction work won't endanger any person present in the event venue. Hazard points and protective measures (prohibitions and requirements) must be marked in accordance with ASR A1.3 "safety and health protection marking" even for a short time, if necessary. If required, the client shall ensure an appropriate work coordination to enhance effective co-operation. If this is not possible, the client shall temporarily stop the work and contact the KVG.

### **4.5.2 Volume, Hearing Protection**

Organizers of music events with expected high sound pressure levels (volume) are responsible for checking whether and which safety measures are necessary to prevent harm to the audience. A reasonable volume limit shall ensure that visitors and third parties won't be injured during the event (including the risk of hearing loss). The DIN 15 905 "Event Technology - Audio Engineering" part 5 contains a generally accepted technical regulation: "Measures to prevent the risk of hearing loss of the audience due to the exposure to high sound pressure levels of electro-acoustic sound systems." The client shall observe this regulation. Moreover, the client shall provide a sufficient number of hearing protection products (e.g., ear plugs) free of charge. The client shall provide them to visitors upon request, if it cannot be ruled out that visitors may be harmed by excessive sound pressure levels. This must be clearly indicated in the entrance area of the event venue.

### **4.5.3 Noise Protection for Residents**

The event must not cause unreasonable noise pollution for residents in the vicinity of the event venue. At music events and events with particularly high noise levels, immission control measurements must be carried out during the event at the client's expense and at the request of the competent authorities. Between 10:00 p.m. and 06:00 a.m., vehicles may only be loaded and unloaded in the delivery area when the gates are closed. If permissible immission values are exceeded, the event can be restricted or terminated.

### **4.5.4 Laser Systems**

The use of laser systems must be reported to and coordinated with the KVG. When using laser systems, the requirements of the occupational safety and health regulations on artificial optical radiation 2006/25 EC/ OStrV, DIN EN 60825-1, DIN EN 12254 as well as the requirements for show lasers of DIN 56912 and DGUV information 203-036 "laser equipment for show and projection purposes" must be observed. Classes 3R, 3B and 4 laser systems must be reported to the competent supervisory authority prior to operation and, upon request, inspected by a publicly appointed and sworn expert at the client's expense to ensure technical safety. The test certificate must be presented to the KVG prior to the event. Both the test certificate and the written confirmation of the laser safety officer who will be present at the event, shall presented to the KVG.

### **4.5.5 Smoking Ban**

Smoking is generally prohibited in the event venue; the client must ensure that the smoking ban is enforced during the set-up, deconstruction, and the general course of the event. The smoking ban also includes the use of e-cigarettes and vaporizers.

#### **4.5.6 Waste Management**

In accordance with the principles of the German Closed Substance Cycle and Waste Management Act (KrW-/AbfG), the generation of waste during the set-up/deconstruction and during the event shall be avoided as much as possible. Unavoidable waste shall be disposed of in an environmentally friendly manner (recycling rather than disposal). The client is obliged to contribute effectively to this process.

The client shall ensure that all materials (ornaments, packaging, decorations etc.) as well as installations and superstructures installed in the event venue by the client or engaged service providers will be removed after the end of the event. Only substances and materials that cannot be reused (and thus become waste) can be disposed of against payment via the KVG's disposal system. The KVG must be notified immediately of any hazardous waste (waste requiring special supervision) and a separate disposal must be arranged with licensed service partners of the KVG.

#### **4.5.7 Wastewater**

The disposal of solid or liquid waste via the sewage network (toilets, sewers) is strictly prohibited. If catering is commissioned for the event, fats and oils must be absorbed and disposed of properly. Cleaning work must always be done with biodegradable products.

#### **4.5.8 Environmental Damage**

Environmental damage or pollution in and on the grounds of the event venue (such as by leaking petrol, oil, hazardous substances) must be reported to the KVG immediately.

In case of doubt, the German version shall prevail.