



AS OF JULY 2023

Safety Rules for Events



SCOPE OF APPLICATION

The Kultur- und Kongresszentrum Liederhalle (hereafter also referred to as the place of assembly) is marketed by in.Stuttgart Veranstaltungsgesellschaft mbH & Co. KG (hereafter referred to as in.Stuttgart).

These safety rules apply to events such as congresses, concerts, sporting events, corporate events, general meetings, events and comparable events that take place at the place of assembly. Additional safety and fire protection requirements for an event may be imposed by the building authorities, the police, the fire protection departments and in.Stuttgart if the type or scope of the planned event results in increased risks to persons and property.

The safety rules implement the requirements of the Ordinance on the Construction and Operation of Places of Assembly (Verordnung über den Bau und Betrieb von Versammlungsstätten – hereafter VStättVO).

The lessee¹ and/or (co-)organiser (hereafter all collectively referred to as the organiser) shall ensure that the safety rules are complied with by them and by all other persons and companies commissioned with the planning and implementation of the event.

§ 1 NOTIFICATION AND APPROVAL OBLIGATIONS

1. Notification Obligations before the Event

The organiser must notify in.Stuttgart of all services, organisational and technical details, the start of the event, the admission times, the end of the event, the planning of the place of assembly and of its rooms and areas no later than six weeks before the event. The organisational and technical details include in particular:

- the name of the event manager
- whether the organiser will bring along "persons responsible for event technology" („Verantwortliche für Veranstaltungstechnik“) who will supervise the

set-up and dismantling of the event as well as the event itself

- the size and arrangement of any scenic areas / stages / grandstands, catwalks, prosceniums, podiums and comparable structures to be set-up
- the expected number of visitors and the expected audience profile (peaceful, normal, difficult)
- whether stage, studio, lighting or other technical equipment will be used (load plan)
- whether technical equipment will be moved or converted during the event
- whether mechanical movements or artistic performances will take place in or above the auditorium
- whether flammable actions / pyrotechnical effects, the operation of laser equipment or fog systems are planned (additional obligation to obtain approval must be observed)
- whether ornaments, decorations / equipment / props are to be brought in (proof of fire protection classes)
- whether a guest performance test book has been issued for the event
- whether a "technical rehearsal" („Technische Probe“) is planned by the organiser before the event.

Based on the information provided by the organiser, in.Stuttgart will carry out a risk assessment prior to the event, on the basis of which the necessity of applying for official permits and the number of qualified event staff and external emergency personnel (fire brigade, medical service, security service) will be planned (cf. § 40 to 43 VStättVO). If the organiser provides late, incomplete or no information at all, an increased event risk will be assumed in general. All additional costs incurred as a result, in particular personnel costs for fire safety guards, medical and security services, shall be borne by the organiser. Incorrect information may lead to the restriction, cancellation or termination of the event.

¹ For better readability, we use the generic masculine in some places when referring to persons and personal nouns, e.g. for "organisers". We always mean all genders in the sense of equal treatment. The abbreviated form of language has editorial reasons and is unbiased.



Changes at short notice (less than 1 week before the planned event) which necessitate a new planning of the place of assembly or of its rooms and areas will be charged to the organiser in accordance with the valid price list.

2. Technical Rehearsals, Guest Performance Test Book

In case of use of stage areas with a floor area of more than 200 m² and guest performance events using their own stage set-up, a non-public technical rehearsal with full stage set-up may be requested prior to the first event. In consultation with the authorities, in.Stuttgart shall decide whether the rehearsal can be dispensed with on basis of the information provided on § 1 no. 1 above. If this is not the case, the organiser must coordinate the expected time of the technical rehearsal with in.Stuttgart in good time. A technical rehearsal is not required for guest performances for which a guest performance test book has been issued.

3. Approvals and Acceptances by Authorities

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

4. Costs and Risk of Projects Requiring Approval

The organiser may be required to submit documents, plans, certificates, test certificates, expert opinions as well as building and fire safety inspections for the above projects and all projects described below in the safety rules as requiring notification or approval. in.Stuttgart supports the organiser in carrying out the approval procedure. The duration and costs of the approval procedure, including the risk of approvability, shall be borne in full by the organiser.

§ 2 RESPONSIBLE PERSONS

1. Responsibility of the Organiser

The organiser is responsible for the event programme and the safe, smooth running of the event. The organiser shall ensure that the maximum permissible visitor capacity in the event rooms and event areas made available to it is complied with. Overcrowding is strictly prohibited. The organiser shall be responsible for ensuring safety within the place of assembly with regard to the installations and fixtures, decorations, equipment, props, suspensions, cables and stage, studio and lighting equipment brought in by him or by third parties commissioned by him for the duration of the use of the place of assembly. With regard to all objects and materials brought in, he shall comply with the requirements of these safety regulations as well as the regulations of the VStättVO and the German Social Accident Insurance (Deutsche Gesetzliche Unfallversicherung - DGUV), in particular DGUV-V 17 "Event and Production Venues for Scenic Performances" („Veranstaltungs- und Produktionsstätten für szenische Darstellungen“). The organiser shall also be responsible for observing all other laws and regulations applicable to the event, in particular the German Youth Protection Act, the German Act on the Protection of Tariffs, the German Minimum Wage Act, the German Act on Sundays and Public Holidays, the German Working Hours Act, the German Occupational Health and Safety Act, the German Non-Smoking Protection Act, the German Trade Regulations and the noise regulations under immission control law.

2. Responsibility of the Event Manager

The organiser must appoint a person authorised to make decisions to in.Stuttgart who will be present as the event manager from start of construction, for the entire duration of the event until the beginning of dismantling. The event manager must take part in a joint inspection of the place of assembly and familiarise himself with the event rooms, including the escape and rescue routes. Upon request of in.Stuttgart, the event manager must take part in a coordination of / instruction on the safety rules to be observed before the event. The event manager is also obliged to be present at possible safety discussions, if deemed necessary by the fire brigade and /or police and /or



in.Stuttgart.

The event manager is responsible for the orderly and safe running of the event. He is obliged to be present from the beginning of construction and during the event, must be reachable at all times and, if necessary, must make the necessary decisions in consultation with the contact person appointed by in.Stuttgart, the authorities and external auxiliary forces (fire brigade, police, building authority, public order office, medical services). The event manager of the organiser is obliged to stop the operation of the event if a hazard to persons in the place of assembly makes this necessary, if systems, equipment or devices necessary for safety do not function or if the operating regulations of the Ordinance on Places of Assembly (VStättVO) are not (cannot be) complied with. The event manager is supported by a contact person appointed by in.Stuttgart.

3. Persons in Charge of Event Technology, Event Technology Specialists

Persons responsible for event technology and event technology specialists shall be provided by the organiser at its own expense in accordance with the following provisions:

The set-up and dismantling of stage, studio and lighting equipment on large stages and on stage areas larger than 200 m², as well as technical rehearsals, must be supervised by at least one person responsible for event technology („Verantwortlicher für Veranstaltungstechnik“). For set-up and dismantling on stage areas between 100 m² and 200 m², the presence of an event technology specialist („Fachkraft für Veranstaltungstechnik“) is sufficient.

For dress rehearsals, events, broadcasts or recordings of events on large stages and onstage areas of more than 200 m², two persons responsible for event technology must be present. Otherwise, the presence of one event technology specialist is sufficient. Special exceptions: If the safety and functionality of the stage, studio and lighting technology and other technical equipment of the place of assembly has been checked before the event by persons responsible for event technology or by qualified personnel, the presence of one qualified event technician is sufficient. If the technical equipment has been checked

beforehand by persons responsible for event technology or by specialists, if no dangers arise from the type or course of the event, and if this equipment is not moved or otherwise changed during the event, the necessary technical supervision can be carried out in individual cases by a specialist or by another supervising person („Aufsicht führende Person“) on the basis of a risk assessment to be carried out by in.Stuttgart. This person must be familiar with the technical equipment.

4. Responsibility of in.Stuttgart

All technical building systems and equipment as well as all technical equipment ordered by the lessee from in.Stuttgart for his event may only be operated by the technical staff of in.Stuttgart or by the qualified technical service partners of in.Stuttgart.

in.Stuttgart is entitled to carry out random checks to ensure that the organiser is complying with the operating regulations of the VStättVO and these safety rules are being observed by the organiser. For this purpose, the authorised persons must be granted free access to the event rooms and areas at all times.

5. Security and Order Service

If a security or order service is required for the event, only qualified companies approved by in.Stuttgart may be employed who are sufficiently familiar with the place of assembly, also in the event of a necessary evacuation. The number of security and order staff required is determined by the type of event, the number of visitors, potential event risks and any additional requirements of the building and public order authorities. The security and order service is responsible for the tasks stipulated in the VStättVO. The costs for the provision and deployment of the security and order service shall be borne by the organiser.

6. Fire Brigade, Medical Services

The fire brigade and medical services will be notified by in.Stuttgart depending on the type and size of the event. The scope of these services (number of persons to be provided) depends on the type of event, the number of visitors, the risks specific to the event and possible official regulations in individual cases. The costs for the provision and deployment of fire brigade and medical services shall be borne by the organiser.



Officials from the fire brigade, medical services and building supervisory authority must be granted access to all areas of the place of assembly at all times.

7. Exercise of Domiciliary Rights

On the basis of these safety rules and the applicable house rules, the event manager shall, in addition to in.Stuttgart, exercise domiciliary rights vis-à-vis visitors to the event and commissioned third parties within the rooms and areas made available to him. Furthermore, in.Stuttgart shall exercise domiciliary rights vis-à-vis the event organiser and alongside the event organiser, vis-à-vis visitors and third parties for the duration of the provision of the event rooms and areas in accordance with the following provisions. The commissioned security staff shall assist in the enforcement of domiciliary rights.

Violations of the house rules, these safety rules, event-related legal regulations or official directives must be immediately remedied by the organiser and the event manager. in.Stuttgart shall be entitled to take substitute action at the organiser's expense if the organiser fails to take action immediately after being requested to do so. If a substitute performance is not possible or unreasonable, if the organizer refuses to carry out the substitute performance or refuses to assume the costs, in.Stuttgart may demand that the organiser vacate and surrender the event areas provided as a last resort. If the organiser does not comply with a request to this effect, in.Stuttgart shall be entitled to abort the event, including evacuation, at the expense and risk of the organiser.

§ 3 SAFETY-RELATED OPERATING REGULATIONS

1. Traffic Regulations, Escape Routes, Safety Facilities, Safety Concept

1.1. Driving on the Premises

Driving on the premises of the place of assembly is only permitted after clearance by in.Stuttgart. For reasons of traffic safety for visitors, vehicles are generally not permitted on the premises of the place of assembly until the place of assembly has been emptied. This applies in particular to vehicles meant to enter the premises of the place of assembly for the purpose of dismantling. The premises may be

temporarily closed to motor vehicle traffic. Vehicles of any kind enter the premises at their own risk. in.Stuttgart has the right to check the load compartments of motor vehicles and containers brought along by persons entering or leaving the premises.

1.2. Forklift, Pallet Truck

The organiser and companies commissioned by the organiser may only drive onto event areas, foyer and hall areas with motor-driven auxiliary equipment, e.g. such as forklift trucks, with the express permission of in.Stuttgart. The organiser or the companies commissioned by him must obtain information from in.Stuttgart about the permissible floor load-bearing capacity and floor conditions before transporting loads.

1.3. Fire 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 and safety areas will be removed at the owner's expense and risk.

1.4. Emergency Exits, Corridors, Tunnels

Escape routes must be kept clear at all times. Doors in the course of escape routes must be able to be opened easily to their full width from inside. Escape routes, exit doors, emergency exits and their markings may not be blocked, covered or otherwise made unrecognisable. From the beginning to the end of the event until the place of assembly has been completely emptied, escape routes may not be restricted at any time by objects that have been placed on them or that project into them. Corridors, aisles and tunnels serve as escape routes in the event of danger. Fire and smoke protection doors must not be held open by wedges or other objects.

1.5. Safety Devices

Fire alarms, hydrants, fire extinguishers and fire pipes, smoke dampers, release points of smoke extraction systems, smoke detectors, telephones as well as air inlet and outlet openings of the heating and ventilation system, smoke extraction systems, 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 otherwise made unrecognisable.



1.6. Safety Instructions, Electroacoustic System (EAS)

The functionality of the EAS shall be checked by in.Stuttgart in good time before the public is admitted. Between the time of admission and the start of the event, in.Stuttgart shall be entitled to transmit visual and acoustic safety instructions on video walls and to air them via the public address system.

1.7. Safety Concept

The organiser is obliged to observe the existing security concept for the place of assembly. in.Stuttgart is entitled to demand that the organiser draw up and implement an event-specific safety concept for the event, insofar as this is necessary due to the type and scope of the event.

2. Installations and Superstructures for Events

2.1. Technical Facilities of the Place of Assembly

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

2.2. Technical Equipment of the Organiser

The technical equipment brought in by the organiser or the companies commissioned by the organiser must comply with the generally recognised rules of technology, in particular the requirements of the accident prevention regulations DGUV-V 17 and DGUV-V 3, including the relevant information and implementation regulations (cf. BGI 810), with regard to safety and functionality. Electrical (switchgear) systems must not be accessible to visitors and must be adequately secured.

2.3. Suspensions

For safety reasons, suspensions on the ceilings and in

the supporting structure may only be carried out by qualified service partners approved by in.Stuttgart or under their supervision. The organiser must notify in.Stuttgart of any necessary suspensions prior to the event and coordinate them with in.Stuttgart. Suspensions must be carried out in accordance with the generally recognised rules of technology. The specified load limits must be complied with. In case of doubt, a static assessment of the suspensions will be commissioned at the expense of the organiser.

2.4. Fixtures and Superstructures, Stands, Podiums, Stairs, Scenic Areas, Special Structures

All installations and superstructures in the place of assembly as well as the erection of flying structures in the outdoor area must be notified and, if necessary, approved. The effect of fire protection equipment (e.g. automatic fire extinguishing systems, smoke barriers, etc.) must not be impaired by installations and superstructures. Installations and superstructures shall be designed in such a way that their stability cannot be impaired by dynamic vibrations. 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 and EN 13501-1 (reaction to fire of building materials and 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 required.

2.5. Carpets, Floor Coverings

The installation of carpets or other floor coverings must be done in such a way that there is no risk of people slipping, tripping or falling. Carpets and other floor coverings must be laid in a manner so that they do not cause any risk of accidents. Only adhesive tape that can be removed without leaving any residue may be used for fixing. Self-adhesive tiles are not permitted. All materials used must be removed without leaving any residue. The same applies to substances such as oils, greases, paints and the like. The hall floors may not be painted.



2.6. Glass and Acrylic Glass

Only safety glass may be used for constructions made of glass. Edges of glass panes must be processed or protected in a manner not representing any risk of injury. All-glass components must be marked at eye level.

2.7. Bolts, Holes, Nails

The insertion of bolts and anchors, the hammering in of nails and the hammering and drilling of holes is prohibited. Bolt shooting is also not permitted.

3. Decorations, Equipment, Props

3.1. Decorations

Materials, decorations and curtains used to decorate the event must be made of at least flame-retardant material (at least B1 according to DIN 4102 or at least class B/C s1 d0 according to EN 13501-1). Decorations in necessary corridors, aisles and stairwells (escape routes) must be made of non-combustible materials. Materials that are used repeatedly shall be re-tested for flame resistance and, if necessary, re-impregnated. The submission of an official test certificate on the required properties of the material may be required.

All materials brought in must be kept far enough away from ignition sources, spotlights and heat sources so that they cannot be ignited by them. Decorations must be attached directly to walls, ceilings or equipment. Decorations hanging (freely) in the room are only permitted if they are at least 2.50 m from the floor and the effect of automatic fire extinguishing equipment is not impaired. Decorations made of natural plants may only be used in the rooms while they are fresh. Exceptions are decided by in.Stuttgart in consultation with the fire brigade.

The use of balloons filled with safety gas and other flying objects must be approved by in.Stuttgart in advance of the event.

3.2. Equipment

Equipment that is part of the stage and scenery, such as wall, floor and ceiling elements, must be made of at least flame-retardant materials. Corresponding certificates regarding the flame resistance of objects must be submitted to in.Stuttgart upon request.

3.3. Props

Props are furnishings for stages and scenery. They must be made of no more than normally flammable material.

4. Special Fire Protection Regulations

4.1. Open Fire, Flammable Liquids, Gases, Pyrotechnics

The use of open fire, flammable liquids, gases, pyrotechnical objects, explosive and other highly flammable substances is prohibited. The ban does not apply if the use is justified by the nature of the event and the organiser has agreed the necessary fire protection measures with in.Stuttgart and the fire brigade in each individual case. The use of pyrotechnic objects must be approved by the authorities and must be supervised by a suitable person in accordance with explosives legislation. Proof of the holder of the permit, the certificate of competence, the insurance policy (pyrotechnic liability insurance) and the permit from the authorities must be presented. The costs incurred for the official permits and for securing the event when pyrotechnic objects are used shall be borne by the organiser.

4.2. Candles, Kitchen and Warming Equipment

The use of candles and similar light sources as table decorations as well as the use of open fires in designated kitchen facilities for the preparation of food is permitted with the consent of in.Stuttgart ("kept candlelight").

4.3. Combustible Packaging Materials

Flammable packaging materials must be removed from the place of assembly by the organiser without delay. Under no circumstances may packaging materials, waste or residual materials be stored under or on stages, grandstands or platforms.

4.4. Vehicles and Containers

Vehicles and containers on the premises of the place of assembly are always subject to approval.

Vehicle operation on the premises of the place of assembly and in the place of assembly is only permitted after prior notification to the organiser and/or



in.Stuttgart. For the purpose of delivery, the grounds of the place of assembly may only be entered for the period of loading and unloading. Parking on the premises of the place of assembly is generally prohibited without express permission of in.Stuttgart.

Motor vehicles may be exhibited in the place of assembly after registration (cf. No. 9 of the Exhibition Rules) in accordance with the following regulations.

- The filling of the vehicles' tanks is to be reduced to the level necessary for entry and exit. If possible, tank lids are to be closed.
- Depending on the event and the location, further safety measures may be necessary, such as inserting the fuel tanks, disconnecting the batteries, pumping out the tanks and/or setting up safety guards; any costs incurred shall be borne by the exhibitor.
- In the case of vehicles with alternative drive technology, electric or hybrid drive, charging processes are not permitted in the place of assembly; drive batteries are to be disconnected from the drive by means of a safety terminal switch (main switch), if possible.
- In the case of gas-powered vehicles, the pressure tank must be emptied and depressurised.
- In general, the refuelling of vehicles in the place of assembly is prohibited. Vehicles must be checked for dripping fuel and lubricants. Any contamination must be removed immediately.
- Tyres are to be left underneath at the place of assembly. Any remaining traces will be removed at the expense of the lessee.

4.5. Fire, Welding, Abrasive Cutting, Hot Work

All types of "fire and hot work" are prohibited in the place of assembly. Exceptions are only permitted with the prior written consent of in.Stuttgart.

5. Occupational Safety, Health and Environmental Protection

in.Stuttgart is committed to protecting the health of all persons present in the place of assembly and to preventive environmental protection. The organiser shall ensure that all regulations relating to occupational safety, health and environmental protection are

also observed by its contractors and business partners.

5.1. Occupational Safety

All set-up and dismantling work must be carried out in compliance with the applicable occupational health and safety regulations and accident prevention regulations, in particular DGUV-V 1 and DGUV-V 17. The organiser and the businesses commissioned by him are responsible for compliance with the accident prevention regulations and occupational health and safety provisions. In particular, the organiser and the businesses commissioned by him shall ensure that their set-up and dismantling work does not endanger other persons present in the place of assembly. To the extent necessary, the organiser shall ensure appropriate coordination of the work. If this is not possible, the organiser shall temporarily suspend the work and notify in.Stuttgart.

5.2. Volume, Hearing Protection

Organisers of music performances where high sound pressure levels (volume) are to be expected must check whether and which safety measures are necessary to avoid harm to the audience. They shall take the necessary measures on their own responsibility. In particular, the organiser must ensure that visitors and third parties are not harmed during the event by limiting the volume appropriately ("risk of hearing loss, etc."). As a generally recognised rule of technology, DIN 15 905 "Event Technology / Sound Technology", Part 5, contains "measures to prevent the audience's hearing from being endangered by high sound pressure levels with electro-acoustic sound technology". It must be observed by the organiser. In addition, the organiser shall provide a sufficient number of ear protectors (e.g. earplugs) and make them available to visitors free of charge on request, if it cannot be safely ruled out that visitors may be harmed by corresponding sound pressure levels. This must be clearly indicated in the entrance area of the place of assembly.

5.3. Laser Systems

The operation of laser systems is subject to notification and must be registered with in.Stuttgart. When operating laser systems, the requirements of the



Occupational Safety Regulation on Artificial Optical Radiation 2006/25 EC/OStrV, DIN EN 60825-1, DIN EN 12254 and, in the case of show lasers, the requirements of DIN 56912 DGUV Information 203-036 "Laser Equipment for Show and Projection Purposes" must be observed.

Class 3R 3b and 4 laser systems must be notified to the responsible supervisory authority prior to commissioning and, upon request, must be tested for safety by a publicly appointed and sworn expert at the organiser's expense. The inspection certificate must be submitted to in.Stuttgart prior to the event. The written appointment of a laser safety officer present on site must be enclosed with the notification.

5.4. Smoking Ban

Smoking is prohibited in the place of assembly. The organiser shall ensure that the smoking ban is enforced during set-up, dismantling and execution of the event.

5.5. Handling Waste

The generation of waste in the course of set-up / dismantling and during the event is to be avoided as far as possible in accordance with the principles of the Closed Substance Cycle and Waste Management Act (Kreislaufwirtschafts- und Abfallgesetz – KrW-/ AbfG). Waste that cannot be avoided shall be disposed of in an environmentally compatible manner (recycling before disposal). The organiser is obliged to make an effective contribution in this respect.

The organiser must ensure that all materials (decorations, packaging, etc.) as well as installations and superstructures brought onto the premises of the place of assembly by him or his contractors are completely 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 in.Stuttgart disposal system, for a fee. If hazardous waste (waste requiring monitoring) is produced, in.Stuttgart must be informed immediately and separate disposal must be arranged via approved in.Stuttgart service partners.

5.6. Waste Water

The disposal of solid or liquid waste 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.

5.7. Environmental Damage

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

5.8. Noise Protection for Local Residents

The event must not cause any unacceptable noise nuisance for local residents in the vicinity of the place of assembly. During music events and events with special noise generation, outside windows and outside doors shall be kept closed. Noise-making activities must be avoided on weekdays before 7:00 a.m. and after 10:00 p.m. and on Sundays and public holidays. In the event of infringements, set-up and dismantling work as well as the event may be restricted.

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