

Safety Provisions for Events

at World Conference Center Bonn



Scope: These organisational and technical safety provisions are compulsory if decorations are to be put in place, platforms/stands/scenery used or built or stage, studio, lighting as well as any other technical equipment set-up inside or on the site of the World Conference Center Bonn (hereinafter referred to as WorldCCBonn) for an event. Additional requirements on safety and fire protection for an event may be stipulated by the building authorities, the "Ordnungsamt" (German public regulatory authority), police, fire prevention authorities and Bonn Conference Center Management GmbH (hereinafter referred to as BonnCC GmbH) if the nature of the planned event could lead to higher risks for persons and property.

If the Customer is not organising the event himself he must in turn place the organizer and the service firms employed by him under an obligation to observe these "Safety Provisions for Events". The Customer is still liable to BonnCC GmbH for carrying out all obligations of the "organizer" in accordance with these Safety Provisions.

1. Duty of notification and disclosure

1.1 Event organisation: the organizer is obliged to inform BonnCC GmbH in writing and at least 6 weeks before the event for reasons of safety and so as to ensure an optimum preparation and realisation of the event at the request of BonnCC GmbH of the following:

- the schedule incl. set-up and dismantling days as well as event days
- the name of the event manager
- whether the organizer's "person responsible for event technology" will be supervising the set-up and dismantling as well as the event itself
- the size of any scenery/stages/stands, catwalks or forestages to be set-up
- whether any stage, studio, lighting or other technical equipment will be installed,
- whether any of the technical equipment will be moved or rebuilt during the event,
- whether there will be any technical movements, artistic displays in or above the auditorium
- whether any combustible activities/pyrotechnical effects are planned or the operation of laser devices or smoke machines are scheduled (please note the obligation to obtain a permit)
- whether any ornaments, decorations/furnishings/props are to be installed (fire class certificates must be presented on request)

1.2 Fire alarm system: individual assembly rooms have automatic fire alarm and sprinkler systems. Smoke, fire, heat, special dust formation, smoke machines, etc., have to be notified by the organizer in due time so that these systems can be adjusted accordingly. If a false alarm is triggered because the organizer fails to give notice of such circumstances any costs that are incurred will be borne by the Customer.

Safe distances to sprinkler heads must be observed so as to avoid any faulty activation on account of thermal or mechanical interference.

1.3 Technical rehearsal: if scenery with a surface area of more than 200 m² is used and in the event of guest performances with one's own scenery, the Bauaufsichtsbehörde (building control authority) can demand a closed technical rehearsal with full scenery before the first event. BonnCC GmbH will report the event to the building control authority on the basis of the information provided in 1.1. This then decides whether a technical rehearsal is necessary or not. If it requires a technical rehearsal the organizer must report the scheduled time of the rehearsal to the Bauaufsichtsbehörde Bonn (building control authority) at least 24 hours in advance.

1.4 Presentation of a Gastspielprüfbuch (guest performance test log): no further technical rehearsal/approval is needed for guest performances if these have a guest performance test log. The guest performance test log must be presented to the building control authority at least 1 week before the event by the organizer. BonnCC GmbH can submit the guest performance test log to the building control authority as a non-gratuitous service if they are given the test log for this purpose in due time.

1.5 Official notification and approval procedures that are prompted by the event will be at the expense and risk of the organizer. BonnCC GmbH will assist the organizer on request.

2. Obligatory supervision and controls

2.1 Obligations of the organizer: the organizer is responsible for the programme and for ensuring that the event runs safely and smoothly. He bears the liability for the premises inside the venue with respect to the decorations, furnishings, props, structures, platforms, suspensions, laid cables as well as stage, studio and lighting equipment installed by himself or his vicarious agents or employees for the entire period during which he uses the event rooms. He must satisfy the requirements of the Regulations on the Construction and Operation of Special Buildings for the State of North Rhine-Westphalia (hereinafter referred to as "SBauVO") and DGVU Vorschrift 17 "Veranstaltungs- und Produktionsstätten für szenische Darbietungen" (Accident Prevention Regulations for Event and Production Facilities for Scenic Presentations) with respect to all installed objects, material and resources. He is also individually responsible for compliance with the labour protection laws, the pertinent accident prevention regulations, the German Youth Protection Law (JuSchG), the German non-smoking act, the German legislation with respect to work on Sundays and public holidays, the German industrial code and the noise provisions of the pollution control legislation.

2.2 Event manager: the organizer must give BonnCC GmbH the name of a person who is authorised to make decisions and who is present during the handover of the premises and during the entire event as an event manager. The event manager must take part in the inspection of the rented premises and familiarise himself with the place of public assembly. The event manager must ensure the orderly and safe course of the event. He must be in attendance during the event, must be able to be reached at all times and if necessary has to take the necessary decisions in agreement with the contact person named by BonnCC GmbH, the authorities and external assistants (fire brigade, building authorities, German office for public order, medical service). The organizer's event manager must stop the event if there is any danger for persons inside the place of public assembly, if systems, equipment or furnishings that are relevant for safety do not work or if operating regulations of the SBauVO are or cannot be observed. The organizer's event manager will be assisted by a contact person appointed by BonnCC GmbH. This contact person is authorised to exercise all property rights over any person inside the venue along with the organizer's event manager.

2.3 The person in charge of and specialists for event technology are to be appointed in the cases listed below by and at the expense of the organizer. The set-up or dismantling of stage, studio and lighting equipment on scenery over 200 m² in size and technical rehearsals must be managed and supervised by at least one "person responsible for event technology". If scenery between 50 m² and 200 m² in size is used the presence of a specialist for event technology will be sufficient.

In the event of dress rehearsals, events, broadcasts or recordings of events with scenery over 200 m² in size, a specialist for event technology (stage/studio or hall) as well as a specialist for event technology (lighting) must be present. If scenery between 50 m² and 200 m² is used the presence of a specialist for event technology is sufficient.

Exceptions: if the safety and correct operation of the stage, studio and lighting as well as any other technical equipment in the venue has been checked before the event by the person responsible for event technology or specialists and if the nature or course of the event does not constitute a danger and these facilities are not moved or otherwise altered during the event, the necessary technical supervision can be carried out by only one person responsible for event technology, by a specialist, by experienced stage hands or lighting technicians or possibly by a "supervising person" in individual cases on the basis of a risk assessment to be carried out by BonnCC GmbH. However, the personnel employed must be familiar with the technical equipment.

2.4 Obligatory controls: the BonnCC GmbH and persons appointed by BonnCC GmbH are authorised and liable to perform random checks of whether the regulations of the SBauVO and these Safety Provisions are satisfied by the organizer. To this end, they must be granted access to all rented rooms and spaces at all times.

3. Safety operating regulations

3.1 Traffic regulations

3.1.1 Fire brigade movement zones, no stopping and no parking areas: the access roads and entrances to the WorldCCBonn must be kept clear as escape routes and may not be blocked by building material, means of transport, vehicles, components or other objects. Any illegally parked vehicles, trailers will be removed at the owner's expense (even without prior warning).

3.1.2 Loading and unloading: all vehicles may only drive to the loading areas of the WorldCCBonn for loading and unloading and must be removed from the property immediately after loading/unloading. Parking in the loading area is strictly forbidden. Access for cars and trucks to the loading area or the premises is only possible by agreement with BonnCC GmbH. All engines must be switched off during waiting times. Restrictions for loading and unloading operations apply during night hours, especially between 10:00 pm and 6:00 am. The permitted emission values are determined by the Technical Instructions in Noise Protection and amount to max. 45 dB(A) in mixed zone areas during these times.

3.1.3 Parking spaces for cars and trucks: there is no parking area for trucks, trailers and transporters on the event location. The organizer must enquire about the availability of external parking spaces before the start of any set-up work.

3.2 Fixtures and superstructures

3.2.1 Firmly installed technical equipment: all existing, firmly installed building facility equipment in the venue may only be operated by the personnel of BonnCC GmbH or by contractually approved service firms affiliated to BonnCC GmbH. This also applies for all connections to be made to the power, electricity and water network of BonnCC GmbH. Unless otherwise agreed in the contract, the organizer cannot demand that BonnCC GmbH remove its own technical equipment that is installed in the rooms.

3.2.2 Technical equipment of the organizer: the technical equipment that is installed by the organizer or by a company he commissions must comply with the generally accepted rules of technology, in particular the requirements of the accident prevention regulations DGVU Vorschrift 17 and DGVU Vorschrift 3 with respect to safety and operational reliability.

3.2.3 Layout planning and occupancy: the escape route and seating plans of BonnCC GmbH approved under building law are binding for the layout planning, set-up of superstructures, seating and occupancy of the event rooms. Any change to the escape route and seating plan (e.g. by altering the arrangement of the visitors' seating) requires the express consent of BonnCC GmbH and possibly a further approval from the building authorities. The costs of the building authority's approval will be borne by the Customer. Any overbooking of the assembly rooms is strictly forbidden. The organizer must check the occupancy of the assembly rooms and prevent any overbooking.

3.2.4 Stands, platforms, fixtures and superstructures: stands, platforms and other fixtures or superstructures installed by the organizer in or on the premises of the venue require the approval of BonnCC GmbH and possibly an approval from the building authorities. These must be designed in such a way that their stability is not affected by dynamic vibrations. The requirements of SBauVO with respect to the named fixtures and of DIN 4102 as well as EN 13501-1 (fire behaviour of building materials, components) must be observed for all installed objects. A test log must be presented for all types of "temporary buildings" and special constructions 6 weeks before the event at the latest and a verified structural analysis at the request of BonnCC GmbH or the pertinent building control authority. Additional descriptions and documents to judge the approvability may be demanded at any time by the organizer and building authorities. All of the related costs are to be borne by the organizer.

3.2.5 Suspensions, suspended loads: all suspended loads are to be attached in accordance with the structural analysis of the hall that can be requested from BonnCC GmbH. All suspensions must be carried out under the control and supervision of the service companies commissioned by BonnCC GmbH. The organizer must submit the necessary suspension plans 14 days before the start of work for approval. If the suspension loads in the hall's structural analysis are altered or exceeded the organizer must provide a structural analysis from recognised structural engineers at his own expense. If BonnCC GmbH discovers that the suspension has not been carried out in accordance with the structural analysis it can have this removed at the expense and risk of the organizer.

3.2.6 No holes may be made in or nails, hooks and the like be driven into floors, walls and ceilings. Nor may any bolts be fired into these structures. Carpets or any other decoration materials may only be laid directly on the floor by the organizer in such a way that there is no risk of slipping, stumbling or falling for persons. Adhesive markings, carpet fixtures and similar may only be fastened using carpet laying tape that can be removed without a trace. In the event of any excessive soiling or adhesive materials that are hard to remove, BonnCC GmbH will charge the organizer a dirty work bonus.

3.2.7 Wall and floor protection: trolleys with plastic or rubber wheels must be used for any transportation inside buildings. Any furniture brought into the buildings must be protected with felt glides or similar materials. No objects may be rested against walls, pillars, mirrors and other fixtures. You may not stick anything to walls, pillars and mirrors.

3.2.8 Loading capacity of floors: details of the loading capacity of floors in the indoor and outdoor areas must be taken into account during the layout planning and inquired on site before the start of any set-up work.

3.2.9 Use of lifts: goods lifts must be used to transport goods. Passenger lifts may only be used to transport goods with the consent of WorldCCBonn and at the organizer's own risk.

3.2.10 Emergency exits, escape hatches, halls, corridors: these escape routes must be kept clear at all times. The doors along escape routes must be able to be opened easily from the inside over their entire width. Escape routes, exit doors, escape hatches and their markings may not be blocked, concealed by hangings or otherwise rendered unrecognisable. Halls may not be blocked at any time by objects. All corridors serve as escape routes in an emergency.

3.2.11 Safety installations: fire alarms, water supply stations, hydrants, fire extinguishers and leads, smoke flaps, activation points for smoke extraction devices, smoke detectors as well as supply and exhaust air openings for the heating and ventilation system, their signs as well as the green emergency exit signs must be accessible and visible at all times; they may not be blocked, concealed behind hangings or otherwise rendered unrecognisable.

3.3 Ornaments, furnishings, props

3.3.1 Ornaments: materials, ornaments and curtains used to decorate the event must be made of at least flame-retardant material (according to DIN 4102 or at least class C according to EN 13501-1). Decorations in necessary halls, corridors and staircases (escape routes) must be made of non-flammable materials. Materials that are used repeatedly must be checked with respect to their flame-retardant properties and re-impregnated if necessary. BonnCC GmbH may insist that the organizer present a corresponding certificate relating to the flame retardant properties of objects.

All materials used must be kept far enough away from sources of ignition, spotlights and radiant heaters so that they cannot be ignited by these. Decorations must be attached directly to walls, ceilings or furnishings. Decorations that hang freely in the rooms are only allowed if they are at least 2.50 m from the floor. Decorations of natural plant deco may only be used in the rooms when fresh. The fire brigade must decide on any exceptions. The organizer bears the costs of any assessment by the fire brigade.

The use of balloons filled with safety gas and other flying objects must be approved by BonnCC GmbH.

3.3.2 Furnishings (= parts of stage and scenery) such as wall, floor and ceiling elements of stage settings and scenery must be made of at least flame-retardant materials. In the case of scenery with automatic fire extinguishing systems normally flammable materials may be used.

3.3.3 Props (= fixtures for scenery) must be made of at least normally flammable material.

3.4 Special safety and fire protection regulations

3.4.1 Abrasive cutting work, hot work: any kind of welding, cutting, soldering, defrosting and abrasive cutting work at the venue is prohibited. Exceptions are only allowed with prior written registration and agreement with BonnCC GmbH.

3.4.2 Flammable packaging materials and wastes must be removed from the WorldCCBonn immediately by the organizer. No wastes or residual flammable materials may be stored under or on stages and platforms. The waste regulations of BonnCC GmbH must be observed.

3.4.3 Naked flames, combustible liquids, gases and pyrotechnic objects, explosive or other hazardous substances are prohibited. The prohibition of use does not apply if the use of naked flames, combustible fluids and gases as well as pyrotechnic objects is in the nature of the event and the organizer has coordinated the necessary fire prevention measures in individual cases with BonnCC GmbH and the fire brigade. The use of pyrotechnic objects must be approved by the authorities and must be supervised by a suitable person in accordance with the German law on explosive materials. Supporting documents must be submitted for the holder of the permit and qualification certificate. The costs incurred for the approvals from the fire brigade and for securing the event if pyrotechnic objects are used will be borne by the organizer.

3.4.4 Candles, kitchen and warming devices: the use of candles and similar light sources as table decorations as well as the use of naked flames in corresponding kitchen equipment to prepare meals is allowed with the approval of BonnCC GmbH ("enclosed candlelight").

3.4.5 Vehicles and containers on the site of WorldCCBonn always require a permit. The installation and/or use of vehicles of any type must be reported in due time and all relevant licenses must be obtained. In order to keep the fire load as low as possible, the fuel reserve in the tanks must be kept no higher the level necessary. The remaining volume in the tanks shall be filled with inert gas (e.g. nitrogen). Battery-operated vehicles may not be recharged in the building or only if prior consent has been given.

3.5 Environmental and health protection

BonnCC GmbH is committed to the preventive protection of the environment. As a contractual partner of BonnCC GmbH the organizer must ensure that all regulations and stipulations pertaining to environmental protection are observed by both himself and his sub-contractors.

3.5.1 Handling wastes: according to the principles of the "Kreislaufwirtschafts- und Abfallgesetz" (KrW-/AbfG = Act for Promoting Closed Substance Cycle Waste Management and Ensuring Environmentally Compatible Waste Disposal) the production of waste materials should be avoided as far as possible within the scope of set-up/dismantling and during the event itself. Wastes that cannot be avoided must be disposed of in an environmentally sound manner (recycling before disposal). The organizer is obliged to make an effective contribution to this goal.

The organizer must ensure that all materials (ornaments, packaging, decorations etc.) as well as fixtures and superstructures brought onto the site of the venue by himself or his sub-contractors are completely removed at the end of the event. Only substances and materials that cannot be re-used (and are thus waste) shall be disposed of via the waste disposal system of BonnCC GmbH for a charge. If any special wastes (waste that requires supervision) are produced BonnCC GmbH must be informed immediately and this material must be disposed of separately.

3.5.2 Waste water: the disposal of solid or liquid wastes via the sewers (toilets, drains, ponds) is strictly forbidden. If mobile catering facilities are used it must be ensured that greases and oils are collected and disposed of separately.

3.5.3 Environmental damage: any environmental damage/contaminations on the site of BonnCC GmbH (e.g. through leaked petrol, oil, hazardous substances) must be reported to BonnCC GmbH immediately.

3.5.4 Noise: the event may not cause any unreasonable and disturbing noise for local residents living near the WorldCCBonn. In the case of music events and particularly noisy events the outside doors and windows must be kept closed. Visitors must be advised to keep quiet when leaving the place of public assembly.

3.5.5 Volume: Organizers of musical events must check at their own responsibility whether and which safety measures are necessary to prevent damage to listeners from excessively high volume levels and must also take the appropriate measures. The organizer must ensure that visitors and third parties are not harmed during the event by means of an appropriate limitation of the volume ("risk of hearing loss", etc.). DIN 15905-5 "Event technology – audio engineering – Part 5: Measures to avoid a risk to the hearing of audiences through a high noise level from electro-acoustic sound equipment" is a generally accepted code of practice. This must be observed by the organizer. The organizer may have to provide an adequate number of hearing protectors (ear plugs) and place these at the visitors' disposal on request. A clear reference must be made to this option in the entrance area.

3.5.6 Smoking ban: there is a smoking ban throughout the entire WorldCCBonn venue. The organizer is obliged to enforce the smoking ban during the set-up, dismantling and realisation of the event.

3.5.7 Laser systems: The event organiser must inform BonnCC GmbH, and also the appropriate authorities at least 6 weeks in advance, of the intended operation of laser systems and must coordinate this with them. The requirements of the Occupational Health and Safety Ordinance for Artificial Optical Radiation 2006/25 EC/OStrV, DIN EN 60825-1, DIN EN 12254 and for show lasers, the requirements of DIN 56912 must be observed when operating laser systems. Before operation, appliances/systems in classes 3R, 3B or 4 must be checked for technical safety by a publicly appointed and certified expert.

3.5.8 Bicycles, scooters, kickboards, roller skates, inline skates, skateboards, segways: The use of bicycles, scooters, kickboards, roller skates, inline skates, skateboards, segways and similar means of movement is not permitted in the buildings. Deviating regulations need to be agreed upon with BonnCC GmbH.

3.6 Technical data

The technical data for the individual event rooms can be inspected on site. They can be sent to the organizer in writing on request.

3.7 Breaches/violations

All fixtures, superstructures, furnishings, props, decorations, resources and technical equipment brought into the WorldCCBonn for the event that do not comply with the given technical safety provisions and have not been approved in individual cases will not be allowed to be installed in the venue and must be altered at the expense of the organizer or, should this be impossible, may have to be removed.

In the event of breaches of the safety, environmental or health protection regulations and in particular in perilous situations, BonnCC GmbH can demand the immediate evacuation of the venue. If the organizer ignores a corresponding request, BonnCC GmbH is entitled to have the venue evacuated at the expense and risk of the Customer.