



Messe und Congress Centrum  
Halle Münsterland

## Safety and Fire Protection Regulations

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**Annex "Mandatory announcements to the event"**

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# Safety and Fire Protection Regulations

## 1. Area of application and validity

These Safety and Fire Protection Regulations (hereinafter referred to as safety regulations) are largely based on the regulations of the North Rhine-Westphalian Special Building Regulations (Nordrhein-Westfälische Sonderbau-Verordnung - SBauVO). The safety regulations are binding for all companies, associations, organizations and persons conducting events or providing services for the conducting of events in the event halls/rooms and/or areas (hereinafter referred to as "venue") provided by Messe und Congress Centrum Halle Münsterland GmbH (hereinafter referred to as MCC Halle Münsterland). The organizer must ensure that the safety regulations are adhered to vis-à-vis its own employees and the third parties it commissions (service partners, technicians, artists, etc.).

## 2. Notification requirements before the event

The organizer is obligated to inform MCC Halle Münsterland in writing at least 6 weeks before the event about all organizational and technical details, the beginning of the event, the admission times, the end of the event, the allocation of the hall(s), rooms and areas and to coordinate these with MCC Halle Münsterland. To collect this data, MCC Halle Münsterland reserves the right to provide the organizer with an (electronic) data mask for exclusive use for this event, in which all necessary event data must be entered. MCC Halle Münsterland reserves the right to forward this data to the authorities and departments involved in the event (public order office, police, fire brigade, building regulations office, medical/ambulance service and private security service). Such data to be provided by the organizer includes in particular:

- the name and personal contact details of its decision-making representative who will be present during the event
- whether it will provide a "responsible party for event technology" to supervise the assembly and disassembly as well as the event
- the size and arrangement of any scenery sets/stages/stands, forestages, podiums and comparable structures to be built
- the expected number of visitors and the expected audience profile
- whether bag checks and access control measures are planned
- whether stage, studio, lighting technology or other technical equipment will be brought into the venue
- whether technical equipment will be moved or modified during the event,
- whether mechanical movements, artistic presentations will take place in or above the audience space
- whether activities involving fire hazards/pyrotechnical effects, the operation of laser devices or fog machines are planned (please note the additional permit requirement).
- whether embellishments, decorations/equipment/props/will be brought into the venue (verify fire-protection classes according to SBauVO)
- whether a "technical rehearsal" is planned by the organizer before the event.

Based on the information provided by the organizer, MCC Halle Münsterland will prepare a safety assessment in the run-up to the event, based on which the necessary safety measures and, in particular, the necessity of as well as the number of qualified event personnel and external emergency services (fire brigade, medical service, police) will be planned (cf. Sections 40 to 43 SBauVO). Should the organizer provide late, incomplete, or no information, MCC Halle Münsterland may assume an increased event risk. Any additional costs (e.g. personnel costs for an increased number of security personnel) resulting therefrom shall be borne by the organizer. Incorrect information may lead to the restriction, cancellation or termination of the event.

As of: July 2019

## 3. Responsible parties, external services

### 3.1 Organizer's responsibility

The organizer is responsible for the event program and the safe, smooth running of the event. It must ensure that the maximum permissible visitor capacity is complied with in the event rooms and event space it has been provided. Overcrowding is strictly prohibited. The organizer shall bear the legal duty to maintain public safety within the venue for the equipment or fixtures, decorations, fittings, props, suspensions, installed cables and stage, studio and lighting equipment provided by the organizer or third parties for the duration of the use of the venue. It must observe the requirements of these safety regulations as well as the regulations of the SBauVO and the regulations of the German Statutory Accident Insurance (Deutsche Gesetzliche Unfallversicherung - DGUV), in particular, the DGUV-V 17 "Venues and production sites for scenic representations" as well as the DGUV-V 3 "Electrical installations and equipment". Compliance with the generally accepted rules of technology and all other laws and regulations applicable to the event, in particular the Youth Protection Act (Jugendschutzgesetz), the Sundays and Public Holidays Act (Sonn- und Feiertagsgesetz), the Working Hours Act (Arbeitszeitgesetz - AZG), the Occupational Health and Safety at Work Act (Arbeitsschutzgesetz), the Non-Smoker Protection Act (Nichtraucherschutzgesetz), the Industrial Code (Gewerbeordnung) and the immission-control regulations are also the organizer's responsibility.

### 3.2 Organizer's decision-making representative

The organizer must notify MCC Halle Münsterland at the latest four weeks before the event of the "decision-making representative" who will be present during the entire duration of the event. At the request of MCC Halle Münsterland, the decision-making representative must participate in a joint tour of the venue and become familiar with the function rooms and their facilities, including the escape and rescue routes. Also at the request of MCC Halle Münsterland, the "decision-making representative" must participate in a consultation/briefing on the safety regulations to be observed and, if necessary, in separate safety meetings before the event. The decision-making representative shall ensure on the part of the organizer that the event proceeds in an orderly and safe fashion. He is obligated to be present during the event, must be available at all times and must coordinate decisions necessary for visitor safety with the persons appointed by MCC Halle Münsterland, the authorities and external services (fire brigade, police, building law authority, public order office, medical service). He is obligated to be an active actor should a particular risk for people require a restriction or cancellation of the event. The organizer's "decision-making representative" will be assisted during the event by at least one competent decision-making representative appointed by MCC Halle Münsterland. MCC Halle Münsterland's contact person is entitled without restriction to exercise domiciliary rights within the venue.

### 3.3 Event manager

In principle, MCC Halle Münsterland assumes the function of event manager according to Section 38 paragraph 2 and 5 SBauVO for the duration of the event. MCC Halle Münsterland is entitled, even after conclusion of the contract, to demand from the organizer, in good time until approximately 4 weeks before the event, that the organizer's "decision-making representative" assume the function of event manager in accordance with Section 38 paragraph 2 and 5 SBauVO for the duration of the event. In this event, the organizer's event manager will be assisted by a competent decision-making person nominated by MCC Halle Münsterland.

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If the function of the event manager is not transferred to the organizer or if the organizer refuses to assume this function, MCC Halle Münsterland will assume the function of event manager with its own personnel. In the latter case, the operator shall be entitled to fully transfer to the organizer the costs incurred from assuming the function of event manager.

## 3.4 Persons responsible for event technology, event technology specialists

The assembly and disassembly of stage, studio and lighting equipment must be carried out under the direction and supervision of qualified specialist personnel. The organizer must ensure that the required personnel qualified according to Sections 39, 40 SBauVO are present on site. As far as the assembly, disassembly and operation of the stage, studio and lighting equipment can pose no danger, instead of the qualified specialist personnel (within the limits of Section 38 paragraph 5 SBauVO) a "supervisor" who is familiar with the technical equipment may be engaged. Persons responsible for event technology and event technology specialists will be provided by MCC Halle Münsterland at the organizer's expense, unless the organizer has appropriately qualified personnel.

## 3.5 Employees of MCC Halle Münsterland

MCC Halle Münsterland and the employees assigned by it are entitled to randomly check whether the regulations of the SBauVO and these safety regulations are being observed by the organizer. In this regard, the employees of MCC Halle Münsterland are entitled to exercise their domiciliary rights vis-à-vis all persons within the venue. In the case of violations of safety regulations and in case of particular risk, they have a direct right instruction. Employees of MCC Halle Münsterland must be given access to all rooms and areas at any time. In the event of a breach of these safety regulations and event-related statutory provisions or official orders, MCC Halle Münsterland may demand that the organizer correct the defect immediately and, if this is not possible or it refuses to remedy the defect, the evacuation and surrender of the subject of the contract. If the organizer does not comply with such a request, the staff of MCC Halle Münsterland are entitled to terminate the event.

## 3.6 Security staff, medical service

The necessity and scope of security staff and a medical service (number of persons required) depends on the type of event, the number of visitors and the event-specific requirements and risks in the individual case. The organizer shall bear the costs for any necessary use of these services. MCC Halle Münsterland is entitled to demand the presence of these services even after the conclusion of the contract if increased risks are apparent due to the event content, the planned course of events or the expected visitors.

The organizer is not entitled to use its own security service. Only companies that are fully acquainted with the venue, including in the event of a necessary evacuation, and are authorized as service partners of MCC Halle Münsterland may be assigned as a security service.

## 3.7 Fire safety guard

For events in which a larger number of people may be endangered in the event of a fire and at events with an increased risk of fire, a fire safety guard from the fire brigade in accordance with Section 41 SBauVO must be present. MCC Halle Münsterland decides, if necessary, in coordination with the fire department, about the necessity and force of the fire safety guard. The organizer shall bear the costs incurred by the use of the fire safety guard.

## 4. Safety and fire safety operational regulations

### 4.1 Fire brigade access zones, no stopping and no parking zones

Access to the venue and the areas in front of the entrances must always be kept free as escape routes and must not be restricted by assembly material, means of transport, vehicles, components or other objects. Parking motor vehicles in fire lanes is generally not permitted. Unlawfully parked vehicles and trailers may also be removed without prior announcement via loudspeakers at the owner's expense.

### 4.2 Compliance with the seating and rescue route plan

The approved rescue route and seating plans are binding for the allocation of halls and event room seating. Any change of the rescue route and seating plan (e.g. by changing the arrangement of visitor seats) requires the express consent of MCC Halle Münsterland and regularly also the additional approval of the building authority. Overcrowding of event rooms is strictly prohibited.

### 4.3 Emergency exits

Emergency exits must always be kept clear. The doors belonging to escape routes must be able to be opened to their full width at any time. Escape routes, exit doors, emergency exits, and their signs may not be obstructed, covered or otherwise obscured. Corridors and aisles must never be restricted by objects that have been set down or that protrude into the corridor.

### 4.4 Safety equipment

Fire alarms, fire extinguishing equipment, trigger points of smoke extraction devices, smoke detectors, door closing devices and other safety devices, their signs and green emergency exit signs must always be accessible and visible; they must not be blocked, covered or otherwise obscured.

### 4.5 Podiums, platforms and other structures

Podiums, platforms and other structures that are to be brought into the venue must be reported to MCC Halle Münsterland beforehand. They must be designed in such a way that their stability cannot be impaired by dynamic vibrations. At the request of MCC Halle Münsterland, stability certificates (test books, verifiable statics) must be submitted. The substructure of podiums and structures larger than 20m<sup>2</sup> must consist of non-combustible building materials. Generally accessible areas that directly adjoin areas that are set lower, must be equipped with railings if a risk of falling exists. This does not apply to the side of stages and scene surfaces facing the audience.

### 4.6 Stage and scene surface curtains

Stage and scene surface curtains must be made of flame-retardant material (according to DIN 4102 at least B1 or according to EN 13501-1 at least class B/C s1 d0). MCC Halle Münsterland may insist that the organizer present appropriate certificates regarding the flammability of objects. They must be so far away from spotlights and other sources of ignition that the material cannot be ignited by them.

### 4.7 Decorations

Materials, decorations and curtains used to decorate the event must be made of flame-retardant material (according to DIN 4102 at least B1 or according to EN 13501-1 at least class B/C s1 d0). MCC Halle Münsterland may insist that the organizer present appropriate certificates regarding the flammability of decorations. Decorations in necessary corridors and stairwells (escape routes) must consist of non-combustible materials. Materials that are used repeatedly must be rechecked for their low flammability and, if necessary, re-impregnated. MCC Halle Münsterland may

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insist that the organizer present appropriate certificates regarding the flammability of objects. Decorations must be so far away from spotlights and other sources of ignition that the material cannot be ignited by them. Decorations must be affixed directly onto walls, ceilings or equipment. Decorations hanging freely in the room are only permitted if they are at least 2.50m from the floor. Natural plant decorations may only remain in the rooms while they are fresh. The use of **balloons** and other **flying objects** must be approved by MCC Halle Münsterland. Balloons must be filled with non-hazardous gas.

## 4.8 Equipment

Equipment (= components of stage and scene images) such as wall, floor and ceiling elements of stages and scene designs must be made of flame-retardant material (according to DIN 4102 at least B1 or according to EN 13501-1 at least class B/C s1 d0). MCC Halle Münsterland may insist that the organizer present appropriate certificates regarding the flammability of equipment.

## 4.9 Props

Props (= furnishings of stages and scenes) such as furniture, lights, pictures and dishes must be made of at normally flame-resistant material. Flammable material must so far away from sources of ignition, spotlights and radiant heaters that the material cannot be ignited by them.

## 4.10 Flammable packaging materials and waste

Flammable packaging materials and waste must not be stored in the venue. No packaging or residues of flammable materials may be stored under or on stages, scene surfaces and pedestals. The organizer must ensure that all materials (decorations, packaging, etc.) and equipment and structures brought into the venue by the organizer or its contractors are completely removed after the end of the event.

## 4.11 Removal of unauthorized components, materials

Structures, equipment, props and decorations (materials) brought into the event rooms that are not approved or that do not comply with these technical safety regulations or the SBauVO may not be installed in the venue and may need to be removed or modified at the organizer's expense.

## 4.12 Use of open flames, flammable liquids and gases

The use of open flames, flammable liquids and gases must be notified and is subject to approval. It is only possible if the intended use has been communicated to MCC Halle Münsterland well in advance of the event and the necessary fire protection measures have been agreed by consensus with the fire brigade.

## 4.13 Using candles and fuel paste

In principle, it is possible to use candles and similar light sources as a table decoration and to use fuel paste in designated kitchen equipment for keeping food warm in the context of self-catering. This is also only possible under the condition that their use was communicated to MCC Halle Münsterland in due time before the event.

## 4.14 Pyrotechnics

The use of pyrotechnic articles must be supervised by a suitable person according to explosives legislation and the organizer must submit such an application to MCC Halle Münsterland. The permit and the holder of the permit/certificate of competence's verification must be presented to MCC Halle Münsterland. It is not possible to store pyrotechnic articles in the building.

## 4.15 Hot and open-flame work

Welding, cutting, soldering, thawing and separating works are prohibited in the venue. Exceptions are only permitted after prior

registration and consultation with MCC Halle Münsterland.

## 4.16 Laser systems

The intended operation of laser systems must be reported to MCC Halle Münsterland in due time before the event. When operating laser systems, the requirements of the Occupational Health and Safety Ordinance for Artificial Optical Radiation (Arbeitsschutzverordnung zu künstlich optischer Strahlung) 2006/25 EG/OStrV, DIN EN 60825-1, DIN EN 12254 and, for show lasers, the requirements of DIN 56912 must be observed. Class 3R, 3B or 4 devices/systems must be inspected for their technical safety by a laser safety officer or a publicly appointed and sworn-in expert before being used.

## 4.17 Fire alarm system

An automatic fire alarm system is installed in the venue's ceiling areas, which is connected to the fire brigade's control centre. The organizer must ensure that the event does not cause the fire alarm system to be falsely triggered. Flammable effects, the use of fog machines or other activities involving smoke or heat generation must be reported to MCC Halle Münsterland in good time prior to the event and must be approved by it in advance in consultation with the fire brigade. In the event of accidental activation of the fire alarm system, the organizer/initiator shall bear all consequential costs.

## 4.18 Technical data and facilities of the venue

The technical data of the venue will be made available to the organizer on request. In principle, all of the venue's permanently installed building services may only be operated by MCC Halle Münsterland and its employees; this also applies to connecting to the venue's light, sound and power network. Unless otherwise agreed in advance, the organizer has no claim to MCC Halle Münsterland removing its own technical equipment from the rooms.

## 4.19 Technical equipment of the organizer

The technical equipment of the organizer or of the companies commissioned by it must comply with the generally accepted rules of technology regarding safety and functionality. Electrical installations and equipment components must not be accessible to visitors; they must be secured in such a way that any danger to visitors can be ruled out. Planned suspensions from the hall ceiling must be reported in good time to MCC Halle Münsterland with presentation of a suspension plan. The organizer will then receive the available suspension points and permissible suspension loads from MCC Halle Münsterland. Ceiling suspensions are carried out exclusively by MCC Halle Münsterland's contractual partner. From a technical safety point of view, particular attention must be paid to the provisions of the accident prevention regulations DGUV-V 3, 17 and 54, including the relevant information and implementation provisions (see BGI 810). Technical equipment that does not meet these minimum safety requirements may not be used in the venue.

## 4.20 Vehicles and containers

Vehicles and containers in the venue are always subject to approval. The stationing and/or use of fuel-powered vehicles must be reported in good time and all relevant permits must be obtained. To minimize the fire load, the fuel supply in the tank must be limited to the required amount. The tank's residual volume must be filled with inert gas (e.g. nitrogen) upon the request of the authorities.

## 4.21 Nails, hooks, adhesive strips

Nails, hooks, adhesive strips and similar in or on floors, walls and ceilings are prohibited. Countersinking bolts is likewise not permitted. If the organizer lays carpets or other decoration material directly on the floor, it must be done in such a way that there is

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no risk of slipping, tripping or falling for persons. Adhesive marks, carpet fixings and the like may only be made with special carpet tape. It must be approved by MCC Halle Münsterland before being used.

## 4.22 Occupational health and safety

All assembly and disassembly 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 organizer and the companies commissioned by it shall be responsible for observing the accident prevention regulations and health and safety regulations. In particular, the organizer and the companies commissioned by it must ensure that there is no risk to other persons present in the venue during their assembly and disassembly work. If necessary, the organizer must ensure that work being carried out is adequately coordinated. If this is not possible, it must stop the work temporarily and report to MCC Halle Münsterland.

## 4.23 Volume at music events

Organizers of musical performances where high sound pressure levels (volume) are to be expected must check whether and which precautionary measures are necessary to prevent damage to audience members. They must take the necessary measures on their own responsibility. In particular, the organizer must ensure that visitors and third parties are not harmed during the event by appropriately limiting the volume ("risk of hearing loss"). As a generally accepted rule of technology, DIN 15 905 "Event Technology - Sound Technology" (Veranstaltungstechnik -Tontechnik) Part 5 contains: "Measures to prevent hearing hazards to the public due to high sound pressure levels in electroacoustic sound technology". This must be observed by the organizer. In addition, the organizer must provide a sufficient number of hearing protection devices (e.g. earplugs) and make them available to visitors free of charge on request, unless it can be ruled out that damage to visitors may be caused by corresponding sound pressure levels. This should be clearly indicated in the entrance area of the venue.

## 4.24 Smoking ban

Smoking is not permitted in the venue. The organizer is obligated to enforce the smoking ban during assembly, disassembly and during the event.

## 4.25 Waste management

The accumulation of waste in the course of assembly/disassembly and during the event must 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 must be disposed of in an environmentally manner (recycling before disposal). The organizer is obligated to contribute effectively to this.

The organizer must ensure that all materials (decorations, packaging, etc.) and equipment and structures brought onto the premises by the organizer or its contractors are completely removed after the end of the event. Only substances and materials that cannot be reused (and thus become waste) must be disposed of through MCC Halle Münsterland's disposal system for a fee. If hazardous waste (waste requiring special supervision) is generated, MCC Halle Münsterland must be informed immediately and separate disposal must be arranged via MCC Halle Münsterland's authorized service partners.

## 4.26 Wastewater

The disposal of solid or liquid waste via the sewage network (toilets, sewers) is strictly prohibited. When using mobile catering, it must be ensured that fats and oils are collected separately and disposed of separately. Cleaning work must always

be carried out with biodegradable products.

## 4.27 Environmental damage

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

**Annex: "Event data"**