

Terms of Use

1 General conditions

- (1) The event organizer shall ensure that all parties involved in realizing the event, particularly organizer personnel and subcontractors are informed of the applicable terms and conditions of use to the extent necessary and are required to adhere to such terms and conditions.
- (2) All of prices are exclusive of tax and are subject to the statutory VAT.

2 Exterior areas

- (1) The Promoter shall ensure that visitors enter in an orderly manner and that visitors cannot access Backyard II (east of the round arch).
- (2) Access and deliveries shall be possible exclusively via Wilhelmstrasse 43 (opposite the Ministry of Finance).
- (3) Any delivery effected to courtyard II (particularly any delivery realized after 10 pm) shall be subject to ewerk GmbH's prior consent.
- (4) The Promoter shall ensure that the supplier traffic flows smoothly, if necessary by provision of its own personnel.
- (5) The small pavement may not be driven on by vehicles exceeding 2.8 t.
- (6) The courtyards, as well as the entrance and exit to the parking lot, are to be kept clear (free of any obstruction) at all times.
- (7) It must be possible to manoeuvre vehicles without delay. The mobile phone number of the driver shall be placed behind the windshield.
- (8) The instructions of the agents of ewerk GmbH shall be complied with.
- (9) The German road traffic regulations [Straßenverkehrsordnung – StVO] shall apply.
- (10) A minimum of one to three security officers shall be provided for surveillance of the neighboring areas in the event the grounds and/or parking lot are used. The number of such officers shall be determined by the nature and scope of the event. Such security officers shall be hired by ewerk.

3 Hall C

- (1) A maximum of 100 people are allowed to enter the gallery (mezzanine floor) in Hall C.
- (2) If the gallery is used, 1 security guard or, if the number of visitors is 400 or more, 2 security guards shall be required for the access ways to the gallery. The security personnel shall be provided by ewerk GmbH.
- (3) If the basement below Hall C is to be used, 1 to 3 security guards shall be required for the access ways to the basement. The number of such officers shall depend on the nature and scope of the event. These security guards shall be provided by ewerk GmbH.
- (4) Smoking is prohibited in the basement. If any element of the fire alarm system is deactivated, personnel working in the basement shall be given fire protection instructions.
- (5) The vestibule loading doors shall be operated solely by personnel that have been trained to operated such doors.
- (6) All doors and windows shall be kept closed when noisy activities such as rehearsals, sound checks and performances are in progress.

4 Hall F

- (1) The galleries may only be accessed by duly instructed personnel and in no event by visitors.
- (2) When driving on the Büttec floor, punctual loads shall be avoided by using pads.
- (3) If the basement in Hall F is used for the event, two to five security officers shall be deployed for purposes of basement access control. The number of such officers shall depend on the nature and scope of the event. Such security officers shall be hired by ewerk.
- (4) Smoking is prohibited in the basement. If any element of the fire alarm system is deactivated, the personnel working in the basement shall be given fire protection instructions.
- (5) The vestibule loading doors shall be operated solely by personnel that have been trained to operated such doors.
- (6) All doors and windows shall be kept closed when noisy activities such as rehearsals, sound checks and performances are in progress.

- (7) If the courtyard balcony (area III.2) is used, a security officer shall be posted at the entrance to such balcony. Such security officer shall be hired by ewerk.

5 Roof

- (1) A maximum of 200 people in total may enter the indoor and outdoor areas of the roof terrace (8th/7th floor).
- (2) If the roof terrace is used, 2 to 8 security guards shall be required. The number of such officers shall depend on the nature and scope of the event. The security personnel shall be provided by ewerk GmbH.
- (3) The Promoter shall have the opportunity to transport technical equipment up to the roof terrace by Lift 9, insofar as transport protection (transparent cover) is employed.
- (4) Elevator doors shall be kept open solely using the elevator's loading button. Under no circumstances shall the doors be blocked using boxes or any other object.
- (5) The event organizer shall elaborate an inclement-weather contingency plan and shall monitor the weather forecast and weather on an ongoing basis. The organizer is to keep at the ready a sufficient number of staff members so that in the event of inclement weather any outdoor setup can be dismantled in whole or in part, insofar as necessary.
- (6) The organizer shall document the stability of any umbrellas, awnings, tents and similar items prior to setting them up.
- (7) The terrace and roof shall not be used during periods of lightning.
- (8) After 10 pm, the volume of any audio system that is operated on the terrace shall be kept at a moderate level. Live music and/or dancing music is prohibited after 10 pm.
- (9) Under no circumstances shall objects such as candles, drinking glasses, and/or ashtrays be placed anywhere on the railing or on the enclosure walls.
- (10) Under no circumstances shall bottles be distributed to event attendees, nor shall any objects be discarded on the grounds.
- (11) The use of torches and similar items on the terrace is prohibited.

6 Allowable number of persons / security officers

- (1) The organizer shall ensure that the allowable number of persons in the various spaces is not exceeded.
- (2) Where, following review of the event organizer's security plan or due to any other circumstance, it emerges that additional security is needed for ewerk itself, the surrounding area or so as to ensure that the event is realized in an orderly fashion, ewerk GmbH shall hire any additional security officers that are needed.
- (3) The organizer shall be billed for such security officers at a rate of EUR 18.50 per hour and officer.

7 WC / Disposal

- (1) A WC service comprising 1 person per hall shall be required. This service shall be provided by ewerk GmbH. The WC service shall be charged at a rate of EUR 17.50 per hour, consumables at a rate of EUR 0.10 per person.
- (2) The lavatories and sinks on the ground floor and upper level shall be used properly. Flushing any object of any kind whatsoever down the toilets or placing any such object in the drain of any sink is strictly prohibited, as this would cause the sewage lifting system to fail.
- (3) The following waste containers exist: 2 containers (1 m³) for residual waste, 2 containers (1 m³) for cardboard, 2 containers (1 m³) for glass. 2 tons (240l) for residual waste, 2 tons (240l) for glass. Should the demand be greater than this, the prospective number and type of waste containers shall be advised of in good advance.
- (4) Residual waste shall be charged at a rate of EUR 100.00 per container (1m³) and EUR 50 per ton (240l). Glass and cardboard shall not be charged.
- (5) The waste containers shall be filled according to their intended purpose, otherwise they shall be charged for as residual waste.