

1. Field of application and scope

These safety and fire prevention provisions (hereinafter referred to as Safety Provisions) are authoritatively based on the regulations of the Venue Directive introduced in Rhineland-Palatinate by decree (State Ordinance VStättVO Rhineland Palatinate, version of 13 March 2018). The Safety Provisions are binding for all companies, associations, organisations and persons that carry out events in the event rooms and areas made available by IkUM - Ingelheimer Kultur und Marketing GmbH (hereinafter referred to as IkUM) within the kING Kultur- und Kongresshalle and in the Ingelheimer Winzerkeller (hereinafter referred to as the Venue) or to provide services for the execution of events. The organiser must ensure compliance with the Safety Provisions by its own employees and the third parties commissioned by it (service partners, technicians, artists, etc.).

2. Preparation and coordination of the event

The organiser must coordinate the course of the event including all organisational and technical details with IkUM by no later than 6 weeks before the event. For this purpose, it shall receive a form on which it must send the necessary "mandatory details regarding the event" to IkUM. These shall in particular include disclosures relating to

- the course of the event, assembly and dismantlement, opening hours for attendees, start of the event
- the type and scope of structures and technical equipment
- acts that involve fire, open flames, candles, artificial fog
- ornamentation, decorations, equipment, props
- the event management and the technical staff of the organiser

In the event of guest performance events with their own sets a non-public technical rehearsal pursuant to Section 40 (6) (State Ordinance VStättVO Rhineland Palatinate, version of 13 March 2018) may be demanded before the first event.

3. Responsible persons, external services

3.1 Organiser

The organiser is responsible for the event programme and the safe, smooth course of the event during the period of time it has booked. It must ensure compliance with the maximum admissible attendee capacity in the event rooms and event areas handed over to it. The maximum number of persons shall be defined in accordance with the approved seating plan used and in consultation with the IkUM. It is strictly prohibited to exceed the permitted capacity. The staff provided by IkUM shall offer support with this. The

organiser is obliged to ensure public safety within the Venue, with regard to the structures and installations, decorations, equipment, props, suspended items, laid cables and wiring and stage, studio as well as technical lighting equipment brought into the Venue by it or by commissioned third parties, for the duration of the use of the Venue. It must comply with the requirements of these Safety Provisions as well as the regulations of the State Ordinance VStättVO Rhineland Palatinate, (version of 13 March 2018) and the regulations of the German Statutory Accident Insurance (DGUV), in particular DGUV-V 17 "Venues and Production Locations for Scenic Performances" as well as DGUV-V 3 "Electrical Systems and Operating Equipment" with regard to all objects and materials brought into the Venue. The organiser shall also be responsible for compliance with the generally recognised rules of technology and all further laws and ordinances applicable to the event, in particular the German act for the protection of children and youths (Jugendschutzgesetz), the German Sunday and Public Holiday Act (Sonn- und Feiertagsgesetz), the German act governing working hours (Arbeitszeitgesetz, or AZG), the German Occupational Health And Safety Act (Arbeitsschutzgesetz), the German Non-smokers' Protection Act (Nichtraucherschutzgesetz), the German Trade Ordinance (Gewerbeordnung) as well as the noise provisions under immission control law.

3.2 Responsible representatives of the organiser

The organiser must name at least one person to the IkUM, who during the event as the "responsible representative" of the organiser is entitled and obliged to make necessary decisions for the safety of the event in coordination with IkUM. The "responsible representative" of the organiser is obliged to be present from the admission of attendees until the end of the event, must be available to be contacted at all times and must, if applicable, make necessary decisions in the event of danger in coordination with the contracted workers named by IkUM, the fire service and the police. IkUM may demand that the "responsible representative" performs the role of the event manager pursuant to Section 38 (5) State Ordinance VstättVO Rhineland Palatinate (version of 13 March 2018) for the duration of the event. In this case the event manager must take part in a joint inspection of the Venue and to hereby familiarise themselves with the event rooms including the escape routes and emergency exits. At the request of IkUM the "responsible representative" must take part in coordination / instructions concerning the safety provisions that must be complied with before the event. The "responsible representative" of the organiser and the event manager undertake to interrupt an event if this is rendered necessary by a danger to persons and if operating regulations

relevant to safety are not complied with. If the role of the event manager is not assigned to the organiser or if the organiser refuses to assume this role IkUM will assume the role of the event manager with its own personnel. In the latter case IkUM shall be entitled to charge the personnel costs to the organiser in full.

3.3 Responsible person for event technology, specialists for event technology

The assembly and dismantlement of stage, studio and technical lighting equipment must be carried out under the management and supervision of qualified specialist personnel. The organiser must ensure that the necessary staff with qualifications pursuant to sections 39, 40 State Ordinance VstättVO Rhineland Palatinate (version of 13 March 2018) are present on site. Insofar as no dangers can be expected from the assembly and dismantlement as well as the operation of the stage, studio and technical lighting equipment, instead of the qualified specialist personnel (within the limits of Section 38 (5) State Ordinance VstättVO Rhineland Palatinate (version of 13 March 2018) a "supervisory person" may also be assigned, who is familiar with the technical equipment. Responsible persons and specialists for event technology will be made available by IkUM at the costs of the organiser insofar as the organiser does not have analogously qualified personnel.

3.4 Contracted workers of IkUM

IkUM and the workers commissioned by it in this respect are entitled to check in random samples whether the organiser complies with the regulations of the State Ordinance VstättVO Rhineland Palatinate (version of 13 March 2018) and these Safety Provisions. The contracted workers of IkUM are entitled, within the scope hereof, to exercise the domiciliary right towards all persons within the Venue. In the event of any breaches of Safety Provisions and in the event of special risk situations they are entitled to a direct right to give instructions. The contracted workers of IkUM must be granted access to all rooms and areas at all times. In the event of any breach of these Safety Provisions and of event-related statutory regulations or official orders IkUM may demand that the organiser remedies the defect immediately and, insofar as this is not possible, or the remedy of the defect is refused, to clear and hand over the subject of the contract. If the organiser does not meet such a request the contracted workers of IkUM shall be entitled to interrupt the event.

3.5 Security service, paramedics

The necessity and scope of a security service and paramedics (number of persons required) depends on the type of event, the number of attendees and the event-specific requirements and risks in an individual case. The organiser shall bear the costs for any

necessary assignment of these services. IkUM is entitled to also demand the presence of these services after conclusion of the contract if increased risks are identified owing to the event contents, the planned course or the expected attendees.

3.6 Fire security guard

In the case of events at which in the event of a fire a larger number of persons may be in danger and in the case of events with increased risk of fire a fire security guard of the fire service must be present pursuant to Section 41 State Ordinance VstättVO Rhineland Palatinate (version of 13 March 2018). IkUM shall decide, if required, in coordination with the fire service, on the necessity and numbers of the fire security guard. The costs which are incurred by the deployment of the fire security guard shall be borne by the organiser.

4. Safety- and fire prevention-related operating regulations

4.1 Fire service movement zones, no-stopping and no-parking zones

The access road to the Venue as well as the areas in front of the entrances must be kept clear as emergency exits at all times and must not be blocked by assembly materials, means of transport, vehicles, building parts or any other objects. The parking of motor vehicles in the area of the fire service access routes is generally not permitted. Unlawfully parked vehicles and trailers may also be removed without prior notice via loudspeakers at the costs of the owner.

4.2 Compliance with seating and emergency exit plan

The approved emergency exit and seating plans are binding for the layout planning of halls and the seating of venues. Every change to the emergency exit and seating plan (e.g. due to a change to the arrangement of attendee seats) requires the explicit approval of IkUM and, as a rule, additional approval from the building authority. It is strictly prohibited to exceed the permitted capacity of event rooms.

4.3 Emergency exits

Emergency exits must be kept clear at all times. It must be possible to open the emergency exit doors to their full width at all times. Emergency exit routes, exit doors, emergency exits and their markings must not be blocked, covered or otherwise rendered unidentifiable. Corridors and aisles must not be blocked by any objects or objects projecting into the corridor at any time.

4.4 Safety equipment

Fire alarms, fire extinguishing equipment, trigger points for smoke extraction equipment, smoke

detectors, locking devices of the doors and other safety equipment, signs indicating the location of such equipment as well as the green emergency exit signs must be accessible and visible at all times; they must not be blocked, covered or otherwise rendered unidentifiable.

4.5 Stages, platforms and other structures

Stages, platforms and other structures that are to be brought into the Venue must be reported to IkUM in advance. These items must also be designed so that they cannot be impaired in their structural stability by dynamic vibrations. At the request of IkUM proof of structural stability (inspection logbooks, verifiable statics) must be submitted. The sub-structures of platforms and structures with dimensions of more than 20m² must consist of non-flammable building materials. Generally passable areas that directly adjoin areas that are situated lower, must be fenced off by balustrades insofar as there is a risk of falling. This does not apply to the side of stages and scene areas that face the public.

4.6 Curtains of stages and scene areas

Curtains of stages and scene areas must be made of flame-resistant material (pursuant to DIN 4102 at least B1 or pursuant to EN 13501-1 at least class B/C s1 d0). IkUM may insist that the organiser submits corresponding certificates with regard to the flame resistance of objects. These items must be placed at such a distance away from spotlights and other sources of ignition so that the material cannot be ignited by these.

4.7 Decorations

Materials, decorations and curtains used to decorate the event must be made of flame-resistant material (pursuant to DIN 4102 at least B1 or pursuant to EN 13501-1 at least class B/C s1 d0). IkUM may insist Flammable packaging materials and waste Flammable packaging materials and waste must not be stored in the Venue. No packaging or residual materials made of flammable materials may be stored under or on stages, scene areas and platforms. The organiser must ensure that all materials (ornamentations, packaging, decorations, etc.) as well as installations and structures that are brought into the Venue by it or by its contractors are fully removed again after the end of the event.

Removal of unapproved building parts, materials Structures, equipment, props and decorations (materials) brought into the event rooms that have not been approved or do not comply with these technical Safety Provisions or the State Ordinance VstättVO Rhineland Palatinate (version of 13 March 2018) are not authorised for assembly in the Venue and must, if applicable, be removed or changed at the expense of

that the organiser submits corresponding certificates with regard to the flame resistance of decorations. Decorations in necessary corridors and stairwells (emergency exits) must be made of non-flammable materials. The flame resistance of materials that are used repeatedly must be tested once again and, if necessary, these materials must be impregnated again. IkUM may insist that the organiser submits corresponding certificates with regard to the flame resistance of objects. These items must be placed at such a distance away from spotlights and other sources of ignition so that the material cannot be ignited by these. Decorations must be affixed directly on walls, ceilings or equipment. Decorations that hang freely in a room are only permitted if these have a distance of at least 2.50 m to the floor. Decorations consisting of natural plants may only be located in the rooms as long as they are fresh. The use of balloons and other flying objects must be approved by IkUM. Balloons must be filled with safety gas.

4.8 Equipment

Equipment (= parts of stage designs and sets) such as wall, floor and ceiling elements of stages and sets must be made of flame-resistant material (pursuant to DIN 4102 at least B1 or pursuant to EN 13501-1 at least class B/C s1 d0). IkUM may insist that the organiser submits corresponding certificates with regard to the flame resistance of equipment.

4.9 Props

Props (= items of equipment of stages and sets) such as furniture, lamps, pictures and crockery must at least be made of normally-flammable material. Flammable material must be placed at a distance away from sources of ignition, spotlights and radiant heaters so that the material cannot be ignited by these.

4.10 Flammable packaging materials and waste

Flammable packaging materials and waste must not be stored in the Venue. No packaging or residual materials made of flammable materials may be stored under or on stages, scene areas and platforms. The organiser must ensure that all materials (ornamentations, packaging, decorations, etc.) as well as installations and structures that are brought into the Venue by it or by its contractors are fully removed again after the end of the event.

4.11 Removal of unapproved building parts, materials

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applicable, be removed or changed at the expense of the organiser.

4.12 Use of naked flames, flammable liquids and gases

The use of naked flames, flammable liquids and gases is subject to reporting and approval. It is only possible if IkUM was notified of the intended use in good time before the event and the necessary fire prevention measures have been coordinated with the fire service by mutual agreement.

4.13 Use of candles and fuel paste

The intended use of candles or naked flames and similar sources of light as table decorations is prohibited in principle. The use of fuel paste in kitchen equipment envisaged for this purpose to keep food warm within the scope of the own provision of food supplies is possible in principle. The prerequisite for this is also that this use was notified to IkUM in good time before the event.

4.14 Pyrotechnics

The use of pyrotechnic objects must be monitored by a person who is suitable pursuant to explosives law and the organiser must make an application for this with IkUM. The permit and the proof of the holder of the permit/certificate of competence must be submitted to IkUM. It is not possible to store pyrotechnic objects in the building.

4.15 Hot and fire work

Welding, cutting, soldering, thawing and abrasive cutting work are forbidden in the Venue. Exceptions are only permitted after prior application to and in consultation with IkUM.

4.16 Laser systems

The intended operation of laser systems must be reported to IkUM in good time before the event. Compliance is required with the requirements of the occupational health and safety regulations regarding artificial optical radiation 2006/25 EC/ OstrV, DIN EN 60825-1, DIN EN 12254 as well as with show lasers the requirements of DIN 56912 for the operation of laser systems. The devices /systems of the classes 3R, 3B or 4 must have been tested for their safety technical clearance before commissioning by a laser protection officer or a publicly appointed and sworn expert.

4.17 Fire alarm system

An automatic fire alarm system is installed in the ceiling areas of the Venue, which is connected to the control centre of the fire service. The organiser must ensure that the fire alarm system is not triggered by mistake due to the event. Any effects that cause a fire hazard, the use of smoke machines or other activities

with smoke or heat development must be reported to IkUM in good time before the event and must be approved by IkUM in advance in consultation with the fire service. If the fire alarm system is triggered by mistake the organiser / causing party shall bear all the consequential costs.

4.18 Technical data and equipment of the Venue

The technical data of the Venue will be made available to the organiser on request. All permanently installed technical building equipment of the Venue may in principle only be operated by IkUM and its contracted workers; this also applies to any connection to the lighting, sound and power network of the Venue. Insofar as not otherwise agreed in advance the organiser has no entitlement that IkUM removes its own technical equipment from the rooms.

4.19 Technical equipment of the organiser

The technical equipment of the organiser brought into the Venue or of the companies commissioned by it must comply with the generally recognised rules of technology with regard to safety and functional capability. Electrical systems and system parts must not be accessible to attendees; these must be secured so that a danger to attendees is excluded. Any planned suspended items from the hall ceiling must be reported to IkUM in good time with submission of a suspension plan. IkUM will subsequently inform the organiser of the available hanging points and admissible hanging loads. Compliance is required in terms of safety in particular with the provisions of the accident prevention regulations DGUV-V 3, 17 and 54 including the relevant information and execution provisions (cf. BGI 810). Technical equipment that does not comply with these minimum safety-related requirements must not be used in the Venue.

4.20 Vehicles and containers

Vehicles and containers in the Venue are always subject to approval. The parking and / or use of fuel-operated vehicles must be reported in good time and all relevant permits must be obtained. In order to minimise the fire load as far as possible, fuel stocks in fuel tanks must be limited to the necessary quantity. At the request of the authorities the residual volume of tanks must be filled up with inert gas (e.g. nitrogen).

4.21 Nails, hooks, adhesive strips

It is forbidden to affix nails, hooks, adhesive strips, etc. in or on floors, walls and ceilings. The shooting of bolts into any part of the building is not permitted either. Any laying of carpets or other decoration material directly on the floor by the organiser must be carried out so that there is no danger of slipping, stumbling or falling for persons. Adhesive markings, carpet fixings and similar features, may only be

carried out with special carpet adhesive tape. These must be approved by IkUM before its use.

4.22 Occupational safety

All assembly and dismantlement work must be carried out in compliance with the applicable provisions of occupational safety law and accident prevention regulations, in particular the DGUV-V 1 and the DGUV-V 17. The organiser and the companies commissioned by it are responsible for compliance with accident prevention regulations and occupational safety provisions. The organiser and the companies commissioned by it must in particular ensure that no danger is caused to other persons present in the Venue due to their assembly and dismantlement work. Insofar as necessary the organiser must ensure appropriate coordination, through which the work is coordinated with each other. If this is not possible the organiser must temporarily discontinue the work and report to IkUM.

4.23 Sound volume at music events

Organisers of musical performances at which high noise levels (volume) are expected must examine whether and which protection measures are necessary in order to avoid injury to the audience. They must take the necessary measures at their own responsibility. The organiser must in particular ensure through a reasonable limitation to the volume that attendees and third parties are not harmed during the event (including "acute hearing loss"). As a generally recognised rule of technology DIN 15 905 "event technology sound technology" Part 5 contains: "measures to avoid a risk to the hearing of the public due to high noise levels with electro-acoustic sound technology". The organiser is required to comply with these measures. Furthermore, the organiser must provide a sufficient quantity of hearing protection equipment (e.g. ear plugs) and make this available to attendees free of charge on request if it cannot be ruled out with absolute certainty that any harm to attendees could be possible due to the relevant noise levels. Clear reference must be made to these measures in the entrance area of the Venue.

4.24 Smoking ban

Smoking is generally prohibited in the Venue. The organiser is obliged to enforce the smoking ban during assembly, dismantlement and during the execution of the event.

As at: March 2024, Ingelheim am Rhein