

Terms of Use

I. 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.
3. The security concept for public events is subject to special restrictions, which have to be synchronized timely with ewerk GmbH.

II. Exterior areas

1. A minimum of one to three security officers shall be provided for surveillance of the neighboring areas in the event the courtyards 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.
2. The Promoter shall ensure a smooth logistic flow, whereby any delivery actions shall be agreed with ewerk GmbH in advance.
3. Access and deliveries by vehicles with more than 7,5 t shall be possible exclusively via Wilhelmstrasse 43 (opposite the Ministry of Finance). Therefor only the right access way shall be used. Driving onto the left access way is prohibited.
4. Smaller deliveries with up to 7,5 t can also take place via Mauerstraße 78-80 until 10 pm. The delivery via Mauerstraße 78-80 will take place via the passage to Court II.
5. Deliveries via Mauerstraße after 10 pm can only take place after approval of ewerk GmbH.
6. The small pavement in court III shall not be driven on by vehicles exceeding 2.8 t.
7. The accesses to the area as well as the entrance and exit to the courtyards and parking lot, shall be kept free of any obstruction at all times.
8. It must be possible to manoeuvre vehicles without delay. The mobile phone number of the driver shall be placed behind the windshield.
9. The instructions of the agents of ewerk GmbH shall be complied with.
10. The German traffic regulations [Straßenverkehrsordnung – StVO] shall apply.

III. Hall C

1. If Hall C is used, at least 2 security guards shall be required during the building periods. During the event time, depending on the event concept, at least 6 security guards shall be required. The security personnel shall be provided by ewerk GmbH.
2. A maximum of 100 people are allowed to enter the gallery (mezzanine floor) in Hall C.
3. If the gallery is used, 2 security guards shall be required for the access ways to the gallery. The security personnel shall be provided by ewerk GmbH.
4. 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.
5. Smoking is prohibited in the basement. If any element of the fire alarm system is deactivated,
6. Staff working in the basement shall be given fire protection instructions.

7. The catering supplier which has been authorized by the Promoter shall ensure that all cooking activities with substances requiring extinguishing agents of fire classification F (e.g. grease fire) will be secured by providing a sufficient amount of operable fat fire extinguishers according to DIN EN 3 which have to be available on site before cooking. Furthermore the catering supplier is encouraged to follow the instructions of the fire security experts and security personnel of ewerk GmbH.
8. The vestibule loading doors shall be operated solely by personnel that have been trained to operate such doors.
9. All doors and windows shall be kept closed when noisy activities such as rehearsals, sound checks and performances are in progress.

IV. Hall F

1. If Hall F is used, at least 2 security guards shall be required during the building periods. During the event time, depending on the event concept, at least 6 security guards shall be required. The security personnel shall be provided by ewerk GmbH.
2. The galleries may only be accessed by duly instructed personnel and in no event by visitors.
3. During construction and dismantling, the Büttec floor must be protected from damage with a suitable material (for example carpet). When driving on the Büttec floor, punctual loads shall be avoided by using pads. When driving on the Büttec floor, punctual loads shall be avoided by using pads.
4. 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.
5. 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.
6. The vestibule loading doors shall be operated solely by staff that has been trained to operate such doors.
7. The catering supplier which has been authorized by the Promoter shall ensure that all cooking activities with substances requiring extinguishing agents of fire classification F (e.g. grease fire) will be secured by providing a sufficient amount of operable fat fire extinguishers according to DIN EN 3 which have to be available on site before cooking. Furthermore the catering supplier is encouraged to follow the instructions of the fire security experts and security personnel of ewerk GmbH.
8. All doors and windows shall be kept closed when noisy activities such as rehearsals, sound checks and performances are in progress.
9. 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.

V. Roof terrace

1. If the roof terrace is used, at least 1 security guard shall be required during the building periods. During the event time, depending on the event concept, at least 2 to 8 security guards shall be required. The security personnel shall be provided by ewerk GmbH.
2. A maximum of 200 people in total may enter the indoor and outdoor areas of the roof terrace (8th/7th floor).
3. 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.
4. 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.
5. 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.
6. 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.

7. The organizer shall document the stability of any umbrellas, awnings, tents and similar items prior to setting them up.
8. The terrace and roof shall not be used during periods of lightning.
9. 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.
10. Under no circumstances shall objects such as candles, drinking glasses, and/or ashtrays be placed anywhere on the railing or on the enclosure walls.
11. Under no circumstances shall bottles be distributed to event attendees, nor shall any objects be discarded on the grounds.
12. The use of torches and similar items on the terrace is prohibited.
13. The use of charcoal is prohibited.
14. The catering supplier which has been authorized by the Promoter shall ensure that all cooking activities with substances requiring extinguishing agents of fire classification F (e.g. grease fire) will be secured by providing a sufficient amount of operable fat fire extinguishers according to DIN EN 3 which have to be available on site before cooking. Furthermore the catering supplier is encouraged to follow the instructions of the fire security experts and security personnel of ewerk GmbH.

VI. 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 28,00 per hour and officer.

VII. Cleaning / 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 24,00 per hour, consumables at a rate of EUR 20,00 per an amount of 100 persons.
2. Final or intermediate cleanings will be charged on the actual consumption. The pricing is as follows:

a. Cleaning Monday – Saturday 5am-10pm	EUR 26,00/hour
b. Cleaning Monday – Saturday 10pm – 5am	EUR 30,00/hour
c. Cleaning Sunday and holidays 5am – 10pm	EUR 41,00/hour
d. Cleaning Sunday and holidays 10pm – 5am	EUR 45,00/hour
3. 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. Contravention causing a necessary repair will be charged entirely to the holder of the event.
4. 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 that, the prospective number and type of waste containers shall be advised of in good advance.
5. Residual waste shall be charged at a rate of EUR 100,00 per container (1m³) and EUR 50,00 per ton (240l). Glass and cardboard shall be disposed independently by the promoter or any third parties employed by the promoter after the event. In the event that discard containers will be necessary the promoter shall announce the appropriate need in advance.
6. The waste containers shall be filled according to their intended purpose, otherwise they shall be charged for as residual waste.