

# 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, staff working in the basement shall be given fire protection instructions.

6. All fog and cooking activities in the location require the in-house fire alarm system to be switched off and must be notified in writing to ewerk GmbH no later than two weeks before the start of the event. In this case, ewerk GmbH will provide a fire station for the required period of time (including trial runs). Should a false alarm be triggered by disregard, the costs for the firefighting operation of the organizers shall be borne in full.
7. The catering company commissioned by the organizer must ensure that all cooking activities in the location are carried out using substances that require Class F extinguishing agents (eg grease fires) by providing a sufficient quantity of ready-to-use grease extinguishers according to DIN EN 3, which are ready on site before the start of cooking stand, be secured. The catering company is also required to follow the instructions of the fire safety staff of ewerk GmbH.
8. Cooking with gas-powered appliances (including fuel pastes) is strictly prohibited. Only electronically operated equipment is allowed.
9. The vestibule loading doors shall be operated solely by personnel that have been trained to operate such doors.
10. All doors and windows shall be kept closed when noisy activities such as rehearsals, sound checks and performances are in progress.

#### **Integrated load support system**

11. Hall C has a permanently installed load support system on / at four to eight suspension points, consisting of Movecat 500kg D8+ motors (4m/min, one-strand chain, dead weight and slings: 60kg) and global truss F34 (dead weight: 6kg/lfm).  
The motors can be operated individually by remote control using an 8-speed/8-fold control. No load measurement has been installed since only certain systems (single-span beams) make up part of this installation. There is the possibility to add additional trusses and motors.

#### **Prerequisites for using the integrated load support system**

12. If the technical concept of the event organizer foresees the necessity of using a load support system, the use of the in-house system is mandatory.  
  
When using the system, a rental fee will be charged.
13. In addition, the event organizer when using the load support system provides a rigger for setting up and dismantling, or rather for modification purposes.  
The designation of the rigger is to be proven by sending the corresponding certificate of proficiency to ewerk GmbH 14 days before set-up begins.
14. If needed, the rigger can be provided by ewerk GmbH. The calculation is per day (daily rate | max. 10h).
15. 14 days before set-up begins, the event organizer will provide ewerk GmbH with all planning documents with a dimensioned plan of the trusses including naming the equipment brought (name and weight). In addition, the load assumption planning with the resulting forces in the suspension points (with material brought including truss, motors, slings, cables and cable pick) are to be submitted to ewerk GmbH.
16. Defects or damages to the system are to be reported to ewerk GmbH immediately.
17. The perfect condition of the integrated load support system will be documented and confirmed by ewerk GmbH upon handover and upon accepting Hall C.
18. The event organizer ensures protection against unauthorized use by third parties.
19. The event organizer ensures compliance with the authorized construction plans and loads.
20. The event organizer ensures protective equipotential bonding.

#### **Other conditions of the integrated load support system**

21. All devices or components brought in by the event organizer or third parties he has engaged correspond to the applicable technical safety regulations, regulations, standards and laws, accident prevention regulations and the generally recognized state of the art. The examination carried out must be verified on the device or by means of appropriate test protocols before beginning set-up. Untested material is prohibited and may not be used.
22. Rehangng/expanding the installed motors/trusses is only possible with prior consultation with ewerk GmbH.  
  
The event organizer will provide the stipulated skilled workers for set-up and dismantling as well as for rehearsals and events (according to accident prevention regulations, operational regulation Berlin).
23. If the installed motors/trusses are not used by the event organizer, they may not be removed.  
Removing or modifying the installed trusses can be offered separately, as can extension of the system.

In addition, load assumption planning can be carried out on the basis of defined construction plans. This measure will be offered separately.

#### 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. All fog and cooking activities in the location require the in-house fire alarm system to be switched off and must be notified in writing to ewerk GmbH no later than two weeks before the start of the event.
  - a. In this case, ewerk GmbH will provide a fire station for the required period (including trial runs).
  - b. Should a false alarm be triggered by disregard, the costs for the firefighting operation of the organizers shall be borne in full.
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. Cooking with gas-powered appliances (including fuel pastes) is strictly prohibited. Only electronically operated equipment is allowed.
9. The loading doors of the porch are only to be operated by trained personnel.
10. All doors and windows shall be kept closed when noisy activities such as rehearsals, sound checks and performances are in progress.
11. 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/7<sup>th</sup> floor).
3. The organizer has the possibility of transporting the necessary technical equipment to the roof terrace with the lift 9, provided the transport protection (transparent tarpaulin) is installed.
4. Keeping open the elevator doors must be done exclusively via the loading button in the elevator. Blocking the doors, e.g. through boxes is strictly prohibited.
5. The organizer is obliged to draw up a bad weather scenario and must keep himself constantly informed about the weather development. Sufficient staff to adequately respond to adverse weather conditions (such as complete or partial removal of open space) shall be kept available, as appropriate.
6. Setting up umbrellas and tents on the terrace is possible depending on the weather and only with a stability certificate.

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.
12. The use of charcoal is prohibited.
13. 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 toilets and drains in the EC and UG are to be used only as intended. It is strictly forbidden to wash away any kind of items (such as lemon peels, cigarette butts, sanitary napkins). This leads to the failure of the lifting system. In the case of infringement, the costs for a repair must be borne in full by the organizer.
4. Residual waste is charged at EUR 100.00 per container (1m<sup>3</sup>), 50 EUR per ton (240l). Glass and paper waste must be disposed of by the organizer or his authorized third party after the event has been dismantled. Should use of refuse containers, the corresponding requirement must be reported in advance.
5. The refuse containers are to be filled as intended, otherwise they will be charged as residual waste.