

Mandatory details to be provided about your event

Event:	on / from to
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Dear Sir/Madam,
 We require a number of other important details to ensure the successful and secure staging of your event.
 Please complete and return this form to us **no later than 6 weeks** prior to the event
by faxing it to the following number: +49 (0) 30 - 30 38 30 39.

Responsible person acting on behalf of the organizer:	
Mr. / Ms.:	Company:
Mobile no.:	

1. Details about the event: (if necessary include description) Mark with a cross

Expected attendance: max. number at any one time:	Profile of attendees:	moderate, quiet	<input type="checkbox"/> normal	<input type="checkbox"/> difficult	<input type="checkbox"/>
				yes	no
1.1 Erection of stages – areas with scenery – area in m ² (approx.).....			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Erection of platforms – rostrums – risers - area in m ² (approx.).....			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Erection of technical stage, studio and lighting installations			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4 Rigging suspended from ceiling (suspension and load plans must be submitted)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5 Erection / deployment of installations in or above auditorium			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6 Installation of decorations in halls and foyers			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7 Inclusion of equipment and props (on stages and scenery areas)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8 Miscellaneous:			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Important:
 1.1 to 1.5 Plans and stability tests / structural specifications to be submitted to Messe Berlin no later than 4 weeks prior to event.
 1.6 and 1.7 Fire protection categories must be confirmed by means of relevant certificate.

2. Taking place during the event: yes no

2.1 Artistic performances in or above auditorium	yes	no
2.2 Use of smoke machines	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Activities involving fire risk (e.g. candles)	<input type="checkbox"/>	<input type="checkbox"/>
2.4 Use of pyrotechnical effects (mandatory registration with safety authority LAGetSi)	<input type="checkbox"/>	<input type="checkbox"/>
2.5 Use of laser equipment (mandatory registration with safety authority LAGetSi and approval by appointed laser expert)	<input type="checkbox"/>	<input type="checkbox"/>
2.6 Structural alterations on the stage or in the auditorium	<input type="checkbox"/>	<input type="checkbox"/>
2.7 Miscellaneous:	<input type="checkbox"/>	<input type="checkbox"/>

Important:
 2.4 and 2.5: Copies of applications and approvals to be submitted to Messe Berlin within 4 weeks prior to event.

3. Organizer is bringing specially trained personnel: yes no

3.1 Persons responsible for technical equipment for event / stage, studio, hall (§ 39 MVStättV)	yes	no
3.2 Persons responsible for technical equipment for event / lighting (§ 39 MVStättV)	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Skilled staff responsible for technical equipment for event (§ 40 [5]MVStättV)	<input type="checkbox"/>	<input type="checkbox"/>

Name of responsible person/skilled staff:	
Mr. / Ms.:	Certificate of competency no.:
Mobile no.:	

Please note:
 Presence of responsible staff/skilled personnel is required in order to comply with §§ 33-34 BetrVO / §§ 39-40 MVStättV if the construction work involves stage, studio or lighting systems or other technical installations. This does not affect the organizer's responsibilities as defined by § 2.1 of the "SAFETY REGULATIONS".

4. Test certificate for guest performances and technical rehearsals in compliance with § 34 Section 6 yes no

BetrVO:	yes	no
4.1 Performances are taking place on areas measuring > 200 m ²	<input type="checkbox"/>	<input type="checkbox"/>
4.2 A guest performance is taking place with its own scenery	<input type="checkbox"/>	<input type="checkbox"/>
4.3 You already have a certificate for guest performances	<input type="checkbox"/>	<input type="checkbox"/>
4.4 You consider that a technical rehearsal is required	<input type="checkbox"/>	<input type="checkbox"/>

Please note:
 Based on the details that you supply, Messe Berlin, acting in coordination with the construction supervisory authority and the fire service, will decide on the need for a technical rehearsal in their presence. Messe Berlin will notify you if this is necessary.

The organizer hereby confirms that the above details are complete and correct:

Place / Date	Signature / Company stamp Lessee / Organizer
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An enclosure comprising pages is included.