

Mandatory Information Requirements for the Organiser

Dear customer,

We require some important information for the successful and safe running of your event.

Please return this form completely filled and signed by **fax to + 49 (0) 611 1729-52483** or **by post 4 weeks** before the event **at the latest**.

Title/ Date of event	Set-up begin	Admission time	Begin event	Break(s)	End event	De-rig end
Used areas/rooms:						
Maximum number of visitors expected:			Name and mobile no.:			
			Responsible representative of organiser Compulsory attendance during the event			
1. Structures/ Equipment:						
						Tick
						yes
						no
1.1 Use of the stage / scenery						
1.2 Assembly of own scenery / podiums (provide size):						
1.3 Assembly of mobile podiums, platforms, stands, special structures (submit plans with statics if required)						
1.4 Suspensions (submit / clear rigging plan with weight information)						
1.5 Assembly of (technical) stage equipment (include type and size)						
1.6 Assembly of lighting equipment (include type and size)						
1.7 Assembly of TV cameras, video or audio equipment (include type and size)						
1.8 Decoration/trimmings (B1) brought in*						
1.9 Props on stages / scenery provided (at least B2)*						
1.10 Equipment on stages / scenery provided / put in place (at least B1)*						
1.11 Exhibition or trade fair stands will be assembled						
1.12 Assembly, assembly of exhibits or vehicles (motor vehicles)						
1.13 Catering / Merchandising is planned						
1.14 Miscellaneous: (please add additional description)						
*Please refer to the Safety Regulations (contract section) for additional instructions						
2. Effects, special acts						
						yes
						no
2.1 Activities involving fire hazards						
2.2 Use of pyrotechnical effects						
2.3 Use of laser equipment						
2.4 Use of fog / smoke machines						
2.5 Catering - "event cooking"						
2.6 Placing of candles / "contained candle light" (e.g. in glasses)						
2.7 Placing of candles in candlesticks / "unprotected light"						
2.8 The event will take place (predominantly) in the dark / in darkened rooms						
3. Technical personnel from the organiser pursuant to §§ 39 and 40 MVStättV						
Organiser will bring ____ responsible persons / event technology specialists						yes
						no
(send copy of certificate of competence)						
4. Technical rehearsal pursuant to § 40 par. 6 MVStättV:						
						yes
						No
4.1 There will be artistic activities in or above the auditorium						
4.2 There will be rebuilding / alterations on the stage or in the auditorium						
4.3 It will be necessary to move technical equipment during the event						
4.4 A technical rehearsal is required according to the organiser						
Comments/ Explanations:						
_____ Date / Signature organiser						