



Obligatory notification regarding event

per fax to 0049 - 511- 8113 - 297

Hirer: _____

Name of event: _____

Date of event: _____ Event room: _____

The Hirer is to be informed no later than four weeks prior to the event with regard to:

1. The event manager as defined by § paragraph 2 VStättVO:

Mr./ Ms.: _____ Mobile Tel. No.: _____

		cross the box	
		yes	no
2.1	Assembly of production design / stages (specify size!)	<input type="checkbox"/>	<input type="checkbox"/>
2.2	Assembly of technical stage, studio, light equipment	<input type="checkbox"/>	<input type="checkbox"/>
2.3	Movement / changing of technical equipment during the event	<input type="checkbox"/>	<input type="checkbox"/>
2.4	Assembly / use of equipment in the audience area	<input type="checkbox"/>	<input type="checkbox"/>
2.5	Artistic activities in or above the audience area	<input type="checkbox"/>	<input type="checkbox"/>
2.6	Use of smoke machines	<input type="checkbox"/>	<input type="checkbox"/>
2.7	Fire hazardous procedures/pyrotechnical effects	<input type="checkbox"/>	<input type="checkbox"/>
2.8	Use of pyrotechnical effects	<input type="checkbox"/>	<input type="checkbox"/>
2.9	Use of laser devices	<input type="checkbox"/>	<input type="checkbox"/>
2.10	Addition of decorative elements/decorations/display structures (observe fire protection class and show evidence)	<input type="checkbox"/>	<input type="checkbox"/>
2.11	Other:	<input type="checkbox"/>	<input type="checkbox"/>

3. Responsible Persons and Qualified Staff for the Event Technology as defined by § 40VStättVO are required where technical, studio and lighting equipment or other equipment is assembled on stages or production designs > 50m².

3.1 **Responsible person/ Qualified staff**
 Mr./ Ms: _____
 Certificate of Qualification No.: _____
 Date of issue: _____
 Issuing authority: _____

3.2 **Responsible person/ Qualified staff**
 Mr./ Ms: _____
 Certificate of Qualification No.: _____
 Date of issue: _____
 Issuing authority: _____

3.3 **Supervisory manager, where relevant, as defined by § 40 paragraph 5 VStättVO:**
 Mr./ Ms: _____

		cross the box	
		yes	no
4.1	Performances on production design area > 200m²	<input type="checkbox"/>	<input type="checkbox"/>
4.2	Guest performance with own production design area <i>If yes: when is the technical rehearsal to be carried out?</i>	<input type="checkbox"/>	<input type="checkbox"/>

Date _____ Time _____

- Observe the notification obligation with regard to the building inspectorate (a least 24 hours before event).
- Waiver upon presentation of guest performance log book (§ 45 VStättVO).
- Waiver possible in individual cases upon application by Hirer to the building inspectorate authority.

The Lessee / Event Organiser hereby confirms the completeness and accuracy of the information given above:

Place/ Date _____

Signature/ Lessee's Company Stamp _____