

Event management tasks

The “safety-related” event manager in accordance with § 38 HVStättR

In accordance with § 38 c, the operator of a place of assembly is responsible for the safety of the event and compliance with the applicable (at least special building law) regulations. For example, the operator or an event manager appointed by them must be present at all times during the operation of the places of assembly. The event manager is – as far as the special building law is concerned, i.e. primarily the tasks listed below – “authorised to give instructions” to the security service, technical service providers, etc., as far as the security of the event is concerned.... The regulation of other areas, however, (e.g. concerning youth protection law or noise protection ordinance) is always the responsibility of the organiser.

Within the scope of the tasks assigned to them, the event manager bears personal responsibility under criminal law for negligent or wilful conduct or omissions (“Nothing will happen” = conditional intent).

If the operator (usually the owner of the place of assembly) is not present in person, they can be represented by an event manager – either from their own company or by an event manager provided by the event organiser/tenant.

The exact tasks and duties of the event manager result from the respective event format as well as the respective place of assembly used. In any case, the event manager must be familiar with the technical equipment of the place of assembly and be able to make important decisions. Some fundamental tasks according to HVStättR are listed in the following, the completion of which is to be documented using the checklist. This is also intended to ensure that the event manager can prove what was done and when in the event of damage. Therefore, careful completion is highly recommended! Depending on the type of event and the place of assembly, the checks must be performed several times before the start of the event (admission of visitors); once is generally not enough.

Event: _____

(Title / date / location)

Organiser: _____

(Title / name / prominence, etc.)

Event manager: _____

(Title / name / function)

To be read in the HVStättR:	The event manager must (if necessary, checks must be performed several times during the event, please note each time)	Checked / done Date/time	Checked / done date/time
§ 31 (1)	...ensure that escape routes on the property as well as access roads, installation and movement areas are kept clear for emergency vehicles of the police, fire brigade and rescue services at all times.		
§ 31 (2)	...ensure that escape routes in the place of assembly are kept clear at all times.		
§ 31 (3)	...ensure that all escape route doors are unlocked during operation.		
§ 32 (1)	...ensure that the number of visitor spaces approved in the seating and escape route plan is not exceeded and that the arrangement of visitor spaces is not changed.		
§ 33	...ensure that curtains, seats, equipment, props and decorations comply with the fire protection classes specified in the HVStättR and are placed in accordance with the guideline*		
§ 35	...ensure compliance with the smoking ban and ensure that no naked flames, flammable liquids and gases, pyrotechnic objects and other explosive substances are used or that actions involving fire hazards are carried out. **		
§ 36	...check that the safety lighting is fully functional (where available)		
§ 38 (2)	...be present and available at all times during the event incl. during set-up and clean up.		
§ 38 (3)	...ensure the cooperation of the security staff, fire security guard and first-aid station with the police, fire brigade and ambulance service.		
§ 38 (4)	...terminate the event if systems, equipment or devices necessary for the safety of the place of assembly are not operational or if operating regulations cannot be complied with.		

Signature / date event manager: _____

Space for comments / Were there any special incidents during the event, if so, which?

Did the organiser follow your instructions?

Were there any deviations from the plans?

Were there any violations of the lease?

Were there any accidents or incidents in which anyone was injured or could have been injured?
Please report them to us even if something only “almost” happened so that we can take action for future events if necessary.

*§ 33

Curtains, seats, equipment, props and decorations

- (1) Curtains of stages and scenery areas must be made of at least flame-retardant material.
 - (2) Seats of places of assembly with more than 5,000 visitor seats must be made of at least flame-retardant material. The supporting structure must be made of non-combustible material.
 - (3) Equipment must be made of at least flame-retardant material.
For stages or performance areas with automatic fire extinguishing systems, equipment made of normally flammable material is sufficient.
 - (4) Props must be made of at least normally flammable material.
 - (5) Decorations must be made of at least flame-retardant material. Decorations in necessary corridors and necessary stairwells must be made of non-combustible material.
 - (6) Decorations must be attached directly to walls, ceilings, or equipment. Decorations hanging freely in the room are permitted if they are at least 2.50 m from the floor. Decorations made of natural plant ornaments may be in the rooms only as long as they are fresh.
 - (7) The space under the protective curtain must be kept free of equipment, props or decorations in such a way that the function of the protective curtain is not impaired.
 - (8) Combustible material must be kept far enough away from ignition sources, such as spotlights or radiant heaters, so that the material cannot be ignited by them.
- **i.e. check, for example, that nothing flammable has been placed in front of heat sources (cloths in front of spotlights)