

# ZEISS Forum

## Regulations for use of the stage

### § 1 PERSONS AUTHORISED TO BE PRESENT

1. Only persons needed for the immediate course of the event may be present in the stage area, the dressing rooms and the control room. All other persons are prohibited from entering and loitering in the stage area.
2. A member of the staff of Carl Zeiss AG must be present during rehearsals, performances and the installation and removal of scenery.

### § 2 STAGE INSTRUCTIONS

The organizer undertakes to submit a set of Stage Instructions containing all installation directions to the Management of Carl Zeiss AG three weeks before the commencement of the event.

### § 3 POLICE AND FIRE SERVICE REQUIREMENTS

1. Smoking and the use of open fires and pyrotechnical products is strictly prohibited on the stage. In special cases permission may be obtained from the relevant Business Area at least three weeks in advance.
2. Scenery, backdrops and decorative items made from combustible material (wood, paper, fabric etc.) must be rendered flame-resistant by impregnation. If it is found during an inspection that the scenery items do not meet these requirements, they may not be installed or used.
3. Access to the stage, the emergency exits, routes to entrances and exits, all doors, the staircase, the equipment for summoning the fire brigade, fire alarms and fire extinguishers must be kept free. All items brought into the premises must be removed after the event.
4. Orders issued by the technical staff of Carl Zeiss AG must be followed in all cases. In the event of negligent conduct, the use of the stage may be prohibited by the technical staff of Carl Zeiss AG or the fire safety staff.

### § 4 FEES OF THE "GESELLSCHAFT FÜR MUSIKALISCHE AUFFÜHRUNGS- UND MECHANISCHE VERVIELFÄLTIGUNGSRECHTE (GEMA)"

1. Prompt notification to GEMA of works subject to GEMA fees and the payment of GEMA fees on the due date of payment is the exclusive responsibility of the organizer.

Carl Zeiss AG may, in good time prior to the event, require from the organizer written evidence of the notifications of the event to GEMA, written evidence of the payment of GEMA fees and/or written evidence of the rendering of an invoice by GEMA to the organizer. In so far as the organizer is not able or unwilling to provide the evidence required in sentence 1, as security for the organizer's right of recourse, Carl Zeiss AG may require furnishment of a security by the submission of a bond from the organizer for which a credit institution is liable as a principle: this bond must be for the likely amount of the applicable GEMA fees.

2. Verification of the nature and method of the payment of the GEMA fees, any furnishment of a bond by the organizer and the form of the verification in accordance with paragraph 1 may be governed separately by the service contract or subsequently in a supplementary written agreement.
3. The organizer irrevocably acknowledges that, within the meaning of §§ 81 and 97 of the German Copyright Act (*Urheberrechtsgesetz*), he/she is the sole organizer of the event which underlies the hire. With regard to the GEMA fees which are due, the organizer irrevocably holds Carl Zeiss AG harmless from all claims and third party claims. This also applies to all costs of bringing an action in respect of this matter.

4. If the organizer fails to comply with his/her obligations to provide evidence or furnish a security as set out in paragraphs 1 or 2 or fails to comply within the time period allowed, this entitles Carl Zeiss AG, after previously setting a grace period with a threat of refusal of performance, to withdraw from the contract and to demand compensation.

### § 5 PROPERTY OF CARL ZEISS AG

The fittings, e.g. curtains, spot-lights, microphones, cables etc, which are the property of Carl Zeiss AG may not be modified by the organizer or by the artistes involved in the event. The technical equipment (lighting, sound equipment, stage management console, stage podium, and scenery hoists) will be operated only by staff of Carl Zeiss AG or trained specialist stagehands.

### § 6 MOVEABLE EQUIPMENT WHICH CAN BE WALKED ON

Movable equipment which can be walked on e.g. runways or bridges more than one meter above the floor of the stage must have suitable equipment to prevent persons and objects from falling.

### § 7 SUSPENDED ITEMS

All suspended items over three meters wide must be suspended by a minimum of four ropes. Suspended scenery must be secured against becoming unsupported.

### § 8 ITEMS WHICH ARE NOT SELF-SUPPORTING

Items and scenery which are not erected such that they are self-supporting must also be suspended from above or secured by supports from the side.

### **§ 9 WEAPONS AND GLASS**

Weapons with sharp edges, blades and points as well as armed weapons must not be used, and glass must only be used in scenery, e.g. windows, at a height of more than two meters above the floor.

### **§ 10 CONSTRUCTION OF ARTISTIC DEVICES**

The construction of artistic devices must only be undertaken by the artistes themselves or persons engaged by them.

### **§ 11 ELECTRIC REGULATIONS**

1. Specification VDE 0108 of the German Association for Electrical, Electronic & Information Technologies (VDE) is definitive for the supplementary erection and operation of electrical equipment on the stage.
2. If electrical equipment is connected to the plugs on the stage, cables in perfect condition with earth/ground conductors must be used. Only one cable must be connected to one plug. The installation of temporary cables with unsuitable conductive material is prohibited.
3. The existing plugs on the stage must not be dismantled, reconnected or tapped to their connecting screws.

### **§ 12 ALTERATIONS ON THE STAGE**

If nevertheless alterations have to be made to the stage for performance reasons which are in conflict with these requirements in one way or another, they may only be made in agreement with the Managing Director or the on-site technician.

### **§ 13 LEGAL REQUIREMENTS**

The regulations of the Ministry of Traffic and Infrastructure on the construction and operation of places of assembly (the Places of Assembly Regulation (*Versammlungsstättenverordnung – VStättVO*)) and the legal accident regulations as amended and applicable at the time of the event must be followed in all details. Stage users are liable for their own safety, particularly in the event of any risks of falling from the stage, any ramps on the stage and the proscenium stage etc.