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GRÜNDE

WARUM

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AN MEINEN

KI-WORKSHOP

TEILNEHMEN

SOLLTEN

I based my research on [redacted] email, some of [redacted] input in chat & this map.

Eliaskouloures.com

This is a proof of how much you can achieve - even if you have no clue about a topic.

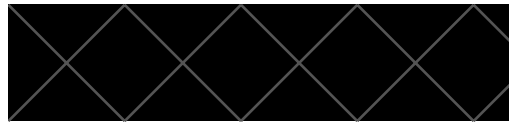
My Berlin friends who are an international art collective want to rent a location & stage an event but have no clue about all the legal & admin 2do's.

Me neither - but created this step-by-step guide to help them - with 1 great prompt, ChatGPT & 10 minutes of waiting.

Das ist ein Beweis dafür, wie viel man erreichen kann - auch wenn man keine Ahnung von einem Thema hat.

Meine Berliner Freunde, die ein internationales Kunstkollektiv sind, wollen eine Location mieten und ein Event veranstalten, haben aber keine Ahnung von all den rechtlichen und verwaltungstechnischen 2do's.

Ich auch nicht - aber ich habe diese Schritt-für-Schritt-Anleitung erstellt, um ihnen zu helfen - mit einem einzigen Prompt, ChatGPT und 10 Minuten Wartezeit.



Event Plan from 15.04.2025 by Eliaskouloures.com

Temporary Use Plan for [Redacted] Cultural Events in Berlin

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Introduction and Context

Site and Project Overview:

[REDACTED] is an under-construction building made available for temporary cultural use.

The international art collective intends to host exhibitions, concerts, club nights, workshops, and multimedia art installations in the building's basement (UG), ground floor (EG), and first floor (1. OG) before construction is completed.

The owner permits interim use, but formal authorization (Zwischennutzung) and meticulous planning are required to ensure safety and legal compliance. The goal is to obtain a temporary use permit for a period of several months (or at least for one pilot event) and to run events up to ~300 attendees each, featuring VR art, generative/glitch art, projection mapping, live concerts/DJ sets (raves), and artist meetups. Events may be both invite-only and public.

Only drinks (on a donation basis) will be served – no food catering is planned. There is **no permanent plumbing or sanitation** on site, and electricity comes from a  construction power supply. The collective has engaged an engineer to provide a **structural safety certificate (Stand sicherheitsnachweis)** confirming the unfinished building can safely support the crowd loads.

A preliminary **fire safety concept** is in place (including marked escape routes per local regulations, use of flame-retardant materials to DIN 4102 B1 standards, portable fire extinguishers, and possibly a dedicated fire watch during events). Hazard mitigation measures (e.g. temporary flooring over openings, sealing off unsafe zones) will be implemented to make the venue event-ready.

This document presents a comprehensive step-by-step plan covering permits, legal requirements, safety measures, timeline, and contacts – effectively a “first-timers” roadmap to over-prepare for all eventualities.

Planning Philosophy:

The plan errs on the side of caution and compliance.

We treat each event as a *Versammlungsstätte* (public assembly) scenario, anticipating the strictest regulations for ~300 guests.

Although the building is not an officially approved venue, German building law allows *temporary usage* of unapproved spaces under certain conditions ([Veranstaltungsraum: Anzeige einer vorübergehenden Verwendung – Bauaufsicht | Landratsamt Altötting](#)).

We will leverage these provisions to legally host our events while prioritizing visitor safety.

Each aspect – from structural soundness to crowd control and noise abatement – is addressed in detail.

Below, we break down the plan into logical sections:

- obtaining permits and fulfilling legal obligations,
- implementing safety and technical requirements,
- planning for different event types, developing a timeline,
- and listing key contacts/resources.

Permit and Legal Compliance Strategy

Staging public events in an unfinished building requires navigating multiple authorities and laws in Berlin. We must secure the **temporary use permit (Zwischennutzung)** or equivalent approvals from the building authorities, ensure compliance with fire and building safety codes, and coordinate with the Ordnungsamt, police, and other agencies regarding event operations (noise, alcohol, public order). In this section, we outline the required permits and legal steps:

1. Building Authority Approval for Temporary Use

Temporary Change-of-Use / "Zwischennutzungs" Permit:

Because [REDACTED] is still under construction (not certified for public occupancy), we need explicit approval from the **Bauaufsichtsbehörde** (building supervision authority) of the district (Bezirk [REDACTED]) to use it for events.

German regulations (as reflected in model state guidelines) provide a mechanism to *notify or apply* for one-time or short-term use of spaces as assembly venues even if they weren't originally approved as such ([Veranstaltungsraum; Anzeige einer vorübergehenden Verwendung - Bauaufsicht | Landratsamt Altötting](#)) ([Mehr als 200 Personen ohne Versammlungsstättenverordnung \(VStättV\)?](#)).

In Berlin, a one-off event with >200 people does **not automatically reclassify** the building as a full "Versammlungsstätte" (assembly venue) permanently ([Entscheidungshilfen der Obersten Bauaufsicht Berlin \(EHB\) ab 01/2017](#)).

However, authorities must be given the chance to review the plans and impose safety conditions. We will do the following:

- **Contact the Bauaufsicht early:**

Reach out to the **Bau- und Wohnungsaufsicht** (Building and Housing Supervision Office) for Treptow-Köpenick (Tel. (030) 90297-2450, E-Mail: bauaufsicht@ba-tk.berlin.de ([Fachbereich Bau- und Wohnungsaufsicht - Berlin.de](#))) at least 6–8 weeks before the first event.

We will explain our project and inquire whether to file a formal *temporary use application* or an *event notification (Anzeige)* under Berlin's building code. Given that we intend multiple events over months (not just a single occasion), the Bauaufsicht will likely require a **befristete Nutzungsänderung** (temporary change-of-use permit) rather than a simple notification.

This may involve submitting a scaled floor plan, the engineer's **Standortsicherheitsnachweis**, and our fire safety concept for their review. We will request a preliminary meeting or *Brandschutzberatung* (fire safety consultation) with their experts ([Entscheidungshilfen der Obersten Bauaufsicht Berlin \(EHB\) ab 01/2017](#)) to ensure our plans meet their expectations. At this stage, we obtain clarity on occupancy limits per floor, required number of emergency exits, etc., directly from the regulators.

- **Prepare and submit documentation:**

We will prepare a **Temporary Use Permit Application** (in German, likely a *Nutzungsänderung* application or a letter referencing §47 VersammlungsstättenV or §61(3) BauO Bln provisions).

This submission will include: a detailed **site/floor plan** showing entrances, exits, escape routes, and where stages/exhibits will be; the structural engineer's certificate attesting to the load capacity of floors for 300 dancing or moving people; the **fire safety plan** (details in safety section); and proof of owner's consent for the interim use. We will also state the timeframe of intended use (e.g. "April–July 2025, with events on weekends") and the *maximum frequency* of events.

If the authority treats it as an **Anzeige** (notification) rather than a full permit, we will still supply all these documents to be thorough. The Bauaufsicht will evaluate if the events can proceed as proposed and may schedule an on-site **inspection** before the first event ([Mehr als 200 Personen ohne Versammlungsstättenverordnung \(VStättV\)?](#)) ([Mehr als 200 Personen ohne](#)

[Versammlungsstättenverordnung \(VStättV\)?](#).

They have discretion to approve with **auflagen** (conditions) we must follow ([Mehr als 200 Personen ohne Versammlungsstättenverordnung \(VStättV\)?](#)). For example, they might limit the number of events or attendees, or require certain safety measures (additional exit signage, or a fire brigade presence). We are prepared to comply with any such conditions.

- **Anticipate limitations:**

In other German cities, authorities sometimes allow only a small number of events per year in unapproved spaces without mandating a full venue permit ([Mehr als 200 Personen ohne Versammlungsstättenverordnung \(VStättV\)?](#)). For instance, Regensburg limits it to 5 events/year before requiring a permanent venue approval ([Mehr als 200 Personen ohne Versammlungsstättenverordnung \(VStättV\)?](#)).

We will clarify with Berlin's Bauaufsicht how many events our "Zwischennutzung" approval will cover – ideally the entire series we plan. If needed, we might cluster events or treat the usage as a continuous "exhibition with periodic events" to fit within their allowances.

Should the Bauaufsicht require a *befristete Baugenehmigung* (temporary building permit), we will pay the necessary fees (likely a few hundred Euros) and obtain that in writing.

The goal is to have a **written authorization** (permit letter or at least an email confirmation) that the building may be used for our described events up to 300 pax, under specified safety conditions, for the given time window.

- **Partial Occupancy and Inspections:**

Because the building is a construction site, we may need a **Teilabnahme** or permission for *vorzeitige Inbetriebnahme* (early use) of these floors.

The building authority might conduct a walkthrough inspection once we have set up the safety measures (e.g. after we install temporary lighting, exit signs, etc.) to verify compliance.

We will schedule this inspection a few days prior to the event if required. Only after their *Abnahme* will we actually open the event to the public.

We'll ensure all their required documents (like an "*Aufnahme der Nutzung*" form, if provided by them) are filed. Notably, Berlin's regulations note that a temporary event >200 people doesn't trigger full assembly status permanently, but they **expect the organizer to ensure equivalent safety** ([Entscheidungshilfen der Obersten Bauaufsicht Berlin \(EHB\) ab 01/2017](#)) – so we must be ready to demonstrate that.

In summary, securing the **Zwischennutzungs** permission from the Bauamt is the foundational step – it legally allows us to invite the public into the building.

2. Fire and Building Safety Compliance (Legal Requirements)

While detailed fire and structural safety measures are covered in the Safety Plan section, here we list key **legal** safety requirements we must comply with (many of which will be checked by the Bauaufsicht or fire department as part of the permit):

- **Assembly Safety Regulations:**

We will adhere to the spirit of the **Betriebs-Verordnung (BetrVO)** / Assembly Venue Ordinance requirements, even if the building isn't a formally approved venue.

That includes maintaining **clear and sufficient escape routes** and posting visible signage. All primary exits and paths to them will be kept unobstructed and unlocked during events ([Rettungswege in der Veranstaltungsstätte - Sichere Schule](#)).

We will install **Fluchtwegschilder** (illuminated green "Exit" signs and directional arrows) to mark escape paths from each floor. Our floor plan will show at least two independent exits from each occupied floor (e.g., main stairwell plus an emergency exit route).

If the building only has one stairway, we may use the ground-level doors/windows to outside as alternative exits for the ground floor, and limit usage of basement/1st floor to ensure the single stair isn't overloaded.

We'll also post a simple **Evacuation Plan** on each level – a map with "You are here" and arrows to exits, as recommended for public venues ([Rettungswege in der Veranstaltungsstätte - Sichere Schule](#)). During events, an appointed staff member will ensure exits remain unblocked and no more than the allowed capacity is on upper floors at any time.

- **Fire Safety Standards:**

All event decor, stage backdrops, or draperies will be made of **flame-retardant (B1)** materials as per DIN 4102. (The German venue regulation explicitly requires that decorations must be at least “schwer entflammbar” – flame resistant ([Versammlungsstättenverordnung - Außer Kraft seit 11.06.2004](#)).)

We will treat any fabrics or cardboard installations with flame-proofing spray if not already certified. We'll keep **open flames** or pyrotechnics out of the question – no candles, no fire performances.

If any smoke/fog machines are used for lighting effects, we'll moderate their use to avoid impairing visibility of exits.

- **Fire Extinguishers and Equipment:**

Portable **fire extinguishers** (rated for electrical and flammable material fires) will be placed on each floor in visible, easily accessible locations. As a guideline, we'll have at least one 6-kg ABC extinguisher per 200 m², with at least 2 per floor (exact numbers may be an Auflage from authorities).

We'll mark their locations with standard red fire extinguisher signs. Additionally, a few staff will be trained in basic fire-fighting (using those extinguishers) in case of incipient fires.

A **fire safety log** will be kept, and extinguishers will be inspected for validity dates. For added caution, we plan to designate a **Brandschutzhelfer** (fire safety helper) team – essentially staff doing patrols to spot any fire risks (overheated equipment, people smoking in non-smoking areas, etc.).

Berlin's rules (§35 BetrVO) might require a formal **Brandsicherheitswache** (fire watch) for events in venues with heightened risk (often this means a professional fireman on site for large venues).

For 300 people, this may not be mandated, but we will consult the Berlin Fire Department's *Vorbeugender Brandschutz* unit to see if they advise having a firefighter on standby. If recommended (or required as a condition), we will hire a **fire safety watch** through the Feuerwehr or a certified private service for event nights.

In any case, at least one staff member will be assigned no other duty than monitoring fire safety throughout the event (roaming all floors periodically, checking that exit routes are clear and no hazards have arisen).

- **Structural Integrity Confirmation:**

We will submit the engineer's **Stand sicherheitsnachweis** to the Bauaufsicht as noted. This report confirms that floors and structures can bear the live loads of 300 dancing people plus equipment.

The building owner's construction engineers will likely need to verify that any incomplete railings, openings in floors, etc., are secured. Our team will install temporary **railings/barriers** (for example, construction handrails or wooden barricades) on any stair edges or openings that could pose a fall hazard.

All such measures will be done in line with German accident prevention rules (e.g., railings ~1m high). Before events, we will do a walkthrough with the structural engineer or site manager to double-check that no area presents a collapse or trip hazard.

Only areas deemed structurally sound and safe will be accessible to guests; other zones (e.g., higher unfinished floors or sections with ongoing construction) will be physically cordoned off and signposted "Kein Zutritt – Baustelle" (no entry – construction zone).

- **Temporary Building Systems:**

Since permanent building systems (fire alarm, sprinkler, ventilation) may not yet be operational in [REDACTED] we'll implement compensatory measures.

For instance, we will set up a **manual alarm method** – such as handheld air horns or a portable PA system – so that staff can rapidly alert guests to evacuate in an emergency (everyone will be briefed that an air horn signal means “clear the building”).

We will bring in **emergency lighting** units: battery-powered LED floodlights and exit sign lamps that can switch on if the main power fails. These will illuminate the escape routes (especially the stairwell and basement path) to prevent panic in a blackout.

The fire safety plan we give to authorities will highlight these measures, demonstrating we can achieve safe egress even without a built-in alarm or lighting system.

By strictly following these safety requirements – essentially treating the site like a club or venue that must meet building code standards – we ensure regulatory approval and, more importantly, the well-being of attendees.

3. Ordnungsamt and Public Order Considerations

Apart from building safety, Berlin's local **Ordnungsamt** (public order office) must be involved for aspects like event notifications, alcohol permits, noise control, and general public safety. We will engage with the Ordnungsamt of Treptow-Köpenick and comply with all relevant ordinances:

- **Event Notification:**

We will inform the Ordnungsamt Treptow-Köpenick (responsible for our location) about our planned events schedule. Although Berlin does not require a general *Veranstaltungserlaubnis* for private-property events in the same way as for street festivals (which require a permit ([Veranstaltung - Erlaubnis beantragen - Dienstleistungen - Service Berlin - Berlin.de](#))), it is prudent to notify them, especially for large nighttime events.

We will likely submit a letter or email detailing: the event dates/times, nature of event (e.g. "electronic music night" or "art exhibition opening"), expected attendance (max 300), and the measures we are taking for safety and neighborhood courtesy.

This heads-up can help prevent misunderstandings if they receive noise complaints or if police drive by seeing activity. It also shows good faith. If the Ordnungsamt sees any issues, they can let us know in advance (far preferable to an unannounced shutdown). We will include the Ordnungsamt's response (if any) in our planning.

- **Alcohol Permit (Gaststättengesetz Gestattung):**

Even though we are not selling drinks in a commercial sense (only accepting donations), by law this still can be interpreted as operating a temporary bar at a


public event.

According to the Berlin authorities, **any serving of alcohol to the public as part of an event requires a GastG permit** unless it's truly a private closed event ([Gaststättengewerbe - Gestattung aus besonderem Anlass beantragen - Dienstleistungen - Service Berlin - Berlin.de](#)) ([Gaststättengewerbe - Gestattung aus besonderem Anlass beantragen - Dienstleistungen - Service Berlin - Berlin.de](#)).

We will therefore apply for a **“Gestattung nach §12 Gaststättengesetz”**, which is a temporary liquor license for special occasions. The application is filed with the Ordnungsamt (Gewerbeabteilung) at least **2–4 weeks** before the event ([Gaststättengewerbe - Gestattung aus besonderem Anlass beantragen - Dienstleistungen - Service Berlin - Berlin.de](#)).

We can do this online via the Service-Portal Berlin ([Gaststättengewerbe - Gestattung aus besonderem Anlass beantragen - Dienstleistungen - Service Berlin - Berlin.de](#)) ([Gaststättengewerbe - Gestattung aus besonderem Anlass beantragen - Dienstleistungen - Service Berlin - Berlin.de](#)).

The required documents include a copy of the applicant's ID, possibly a certificate of good conduct (Führungszeugnis) and Gewerbezentralregister extract (since we as organizers might be considered operators) ([Gaststättengewerbe - Gestattung aus besonderem Anlass beantragen - Dienstleistungen - Service Berlin - Berlin.de](#)) ([Gaststättengewerbe - Gestattung aus besonderem Anlass beantragen - Dienstleistungen - Service Berlin - Berlin.de](#)).

We will clarify whether we apply as individuals or through an existing association. The Ordnungsamt will issue a permit specifying the venue (s), date(s) and times, and any conditions (e.g. “only beer and wine, no spirits” or security requirements).

The fee ranges from €11 up to a few hundred euros depending on scope ([Gaststättengewerbe - Gestattung aus besonderem Anlass beantragen - Dienstleistungen - Service Berlin - Berlin.de](#)) (likely on the lower end for one-off

events).

We note that the Berlin Clubcommission's Saferave guide suggests that if drinks are strictly free or only for voluntary donation, a *Gestattung* *might* not be required ([Glossar – Saferave](#)) ([Glossar – Saferave](#)). However, this is a gray area: the law speaks of "gewerbsmäßig" selling; donation-based bars could still be seen as circumvention.

To avoid any legal risk, we will *still obtain the Gestattung*. This also reassures the building owner and authorities that we are properly licensed.

(Alternatively, we could hire a catering company or food truck that has a permit to handle the bar as a separate entity ([Glossar – Saferave](#)), but for simplicity, we plan to do it ourselves with the temporary license.)

We will ensure anyone pouring drinks is 18+ and familiar with checking IDs – compliance with **Jugendschutz** (no alcohol to minors) is mandatory as well.

- **Noise Regulations (LImSchG Bln):**

The events (especially concerts/DJ nights) will produce loud noise that could potentially disturb neighbors, particularly at night. The **Berlin State Immission Control Law (LImSchG Bln)** strictly protects nighttime peace. It states clearly: "From 22:00 to 06:00 it is forbidden to cause noise that disturbs someone's night rest." ([Lärmverursachung und Regeln](#)).

This is the **Nachtruhe** requirement (§3 LImSchG Bln). Additionally, all day on Sundays/holidays excessive noise is banned ([Lärmverursachung und Regeln](#)). Our venue is in an industrial development area (adjacent to Funkhaus), which is somewhat isolated, but there are new residences not far across the water and possibly other neighbors.

We must assume that any booming music after 22:00 could trigger complaints. There are two approaches: **preventing disturbance** and/or **obtaining a noise**

permit. We will implement both:

- **Noise Mitigation:**

We'll orient speakers inside away from open faces of the building and keep as many doors/windows closed as possible during loud music. We might impose a **bass volume limit after 10 PM**, reducing subwoofer levels to minimize low-frequency travel (low frequencies carry far; Berlin's event guidelines note that low-frequency sound must be specially considered ([Genehmigungen und Ausnahmezulassungen nach den Berliner Lärmschutzvorschriften Informationen zum Antrag - Berlin.de](#)) ([Genehmigungen und Ausnahmezulassungen nach den Berliner Lärmschutzvorschriften Informationen zum Antrag - Berlin.de](#))).

If budget allows, we'll rent some sound dampening materials (e.g. heavy curtains or mobile acoustic panels) to line any large openings or windows – to act as makeshift sound insulation.

We will also set a **curfew** for the most disruptive activities: for example, live concerts or DJ sets could end by midnight or 1 AM at the latest, and after that only quieter ambient music or none at all.

(The exact curfew will balance attendee experience with being neighborly – many Berlin clubs go all night, but in those cases they have better soundproofing or are in commercial zones. We'll evaluate how our first event's noise spreads and adjust future event times accordingly.)

We will explicitly inform guests upon entry to keep noise down when outside (e.g. smoking area chats) and when leaving, as those voices can also wake nearby residents. We anticipate that by showing these efforts, we may avoid severe neighbor issues.

- **Noise Permit:**

If any of our events are likely to go significantly into the night with loud music, we will apply for an **exception permit under LImSchG Bln**. Berlin's law allows the Umweltamt (Environmental Authority) or Ordnungsamt to issue an **Ausnahmegenehmigung (§10 or §11 LImSchG Bln)** for events that would otherwise violate noise limits ([Lärmverursachung und Regeln](#)) ([Lärmverursachung und Regeln](#)).

Such permits are typically for outdoor events (the law explicitly covers "öffentliche Veranstaltungen im Freien" needing approval if they cause noise) ([Lärmverursachung und Regeln](#)).

Our event is technically indoors, but given the incomplete structure, the distinction is blurry. We will consult the Umwelt- und Naturschutzamt Treptow-Köpenick to be sure. If required, we'll submit an application stating the event date, time, expected dB levels, and why it's in the public interest (e.g. cultural value) to allow it.

The authority will check if it's *zumutbar* (reasonable) for neighbors, possibly taking into account if the area is mostly commercial. If granted, they may impose a dB limit at certain measurement points or a cutoff time.

The fee for such an exception for a non-commercial event is in the tens of Euros (on the order of €40–350 for §10 exemptions) ([Genehmigungen und Ausnahmezulassungen nach den Berliner Lärmschutzvorschriften Informationen zum Antrag – Berlin.de](#)).

We will ensure to have this permit in hand for any late-night event – it provides legal protection if police are called for noise.

We'll also verify if Funkhaus or other venues nearby have a standard practice regarding noise – we might learn from their experience what the neighborhood tolerates.

- **It's important to note that even with a permit, extremely loud or irresponsible noise could still be stopped by authorities if it poses "Gefahr im Verzug" (immediate danger to health).**


We will therefore aim to keep sound at a reasonable level. For reference, we'll try to keep outdoor sound leakage after midnight under ~55 dB(A) at the nearest residences, as this is often cited as a night limit for rare events ([Lärmbelästigung durch Veranstaltungen: Gesetze und Urteile](#)).

Our team might conduct a test with a decibel meter around the site perimeter during the first music night. In the worst case, if we get complaints, we'll respond proactively – perhaps distribute earplugs to neighbors or adjust speaker setups for future events.

- **Police Notification and Security Plan:**

We will inform the local police precinct (Abschnitt) of our event dates as a courtesy. Berlin police should be aware of any gathering of a few hundred people, even on private property, in case of emergencies.

Typically, if an Ordnungsamt permit or noise exemption is issued, the police are automatically informed. But we'll double-check by calling or emailing the responsible police station a week prior with basic info (event time, type of music, our contact number).

This can help in two ways: (1) If they receive a call about "loud party at  they already know it's a permitted event and can call us rather than arriving unprepared. (2) If we anticipate any crowd overflow or traffic issues (e.g. many taxis or cars arriving), we can ask for advice – however, since attendance is ~300, we don't expect significant traffic impact, and most guests will likely use public transport or ride-shares given the remote location.

Additionally, we will craft a **Security Plan** to satisfy both Ordnungsamt and police expectations. This includes hiring professional **security staff** for event nights (see

Security section later) to control entry, do bag checks (preventing weapons or excessive outside alcohol/drugs), and handle any disturbances inside.

By law, we must also adhere to **Jugendschutzgesetz**: no minors under 18 at 18+ nighttime events (or if under 18, they must leave by 24:00 unless with a custodial adult, as per §5 JuSchG).

We will enforce age checks at the door for club nights. For workshops or art events which might include younger audiences, we'll schedule those in daytime/evening and still ensure no alcohol to underage attendees.

Having these rules and security measures in place will demonstrate to authorities that we're managing our event responsibly like a professional venue.

- **Insurance Requirements:**

The Ordnungsamt or venue owner will almost certainly require a **Veranstaltungshaftpflicht** (event liability insurance) policy to be in effect. This insurance is indeed "a must for any public event" ([Private Party oder öffentliche Veranstaltung | Infos & Tipps](#)). It covers bodily injury or property damage that occur during the event, protecting both the organizers and the property owner from major financial risk. For example, if a guest is injured by tripping on a cable or if our equipment causes a fire damaging the building, the insurance would cover claims.

We will obtain a policy with sufficient coverage (at least €1-3 million coverage is typical). Given the event size, the premium should be a few hundred Euros per event or a bit more for a multi-month coverage. As noted by an event resource, hall owners often won't allow an event without seeing a **certificate of insurance** ([Private Party oder öffentliche Veranstaltung | Infos & Tipps](#)).

We'll present this certificate to the owner and authorities well in advance. The insurance will be taken out about 2-3 weeks before the first event (the guide recommends ~8-14 days prior at latest ([Private Party oder öffentliche](#)

[Veranstaltung | Infos & Tipps](#))). If we incorporate as an association (eingetragener Verein) for these events, we might get a group insurance rate.

Additionally, since this is a cultural/non-profit initiative, we will check if our organization qualifies as *gemeinnützig* – if yes, some fees (like possibly the LImSchG noise permit fee) could be waived ([Genehmigungen und Ausnahmezulassungen nach den Berliner Lärmschutzvorschriften Informationen zum Antrag - Berlin.de](#)) ([Genehmigungen und Ausnahmezulassungen nach den Berliner Lärmschutzvorschriften Informationen zum Antrag - Berlin.de](#)), and it might also help with insurance or police cost waivers if any.

- **Contracts and Liability Waivers:**

We will formalize everything with the building owner via a **temporary lease or use agreement**. This contract will explicitly allow our usage and likely include clauses that we must meet all legal requirements and indemnify the owner. Our liability insurance will name the owner additionally insured if possible.

We will also make contracts with any vendors (e.g. toilet rental company, security company) and ensure they have their own insurance where appropriate (security companies are required to, typically). If we engage any volunteer staff, we might have them sign a simple waiver that they understand the risks on a construction site, and we'll brief them on safety (to reduce our liability in case a volunteer is injured).

In summary, by proactively securing permits from Bauaufsicht and Ordnungsamt, obtaining the necessary licenses (alcohol, noise) and insurance, and coordinating with police, we aim to run the events **100% legally**.

We will have all permits and documents on-site during events in a folder in case officials drop by. This thorough compliance not only avoids fines (e.g. unauthorized events can lead to significant OWi fines or shutdowns ([Lärmverursachung und Regeln](#)) ([Lärmverursachung und Regeln](#))) but also builds a good reputation with local authorities for any future projects.

Comprehensive Safety and Operations Plan

Ensuring the safety of attendees, staff, and the venue is paramount. This section details the on-the-ground measures we will implement, beyond the legal minimum, to manage risks. It covers crowd safety, fire preparedness, electrical and structural precautions, sanitation, and contingency planning. Essentially, we treat [REDACTED] as if it were an operational nightclub/gallery and apply best practices from those domains. Each event type (exhibition vs. rave) has specific considerations, which we address here as well.

4. Structural and Venue Preparation

Hazard Inspection and Remediation: Before any public is allowed in, the organizing team (with the site manager or an engineer) will do a **room-by-room hazard assessment** of the basement, ground floor, and first floor. We'll identify any construction-related dangers such as: open shafts or pits, protruding rebar or sharp edges, unstable temporary structures, slippery dusty floors, lack of railings on stairs, etc. For each hazard, we implement a fix: cover pits with sturdy plywood and mark them, grind or pad sharp edges, remove or tape down tripping hazards, vacuum the floors to minimize dust. For instance, if some areas have incomplete flooring, we'll either fix temporary plywood flooring or declare those sections off-limits. All **staircases** will have proper handrails – if the construction hasn't installed them yet, we will erect temporary handrails (e.g. clamping wooden or metal poles with mid-rail and top-rail). We will also ensure **adequate lighting** in all areas accessible to guests, especially stairways and the outdoor entrance/exit path. Construction sites can be very dark, so we'll deploy floodlights or strings of LED lights to illuminate corridors, corners, and steps. A **backup generator or battery lights** will be on standby in case the construction power fails.

Capacity and Floor Load Management: We have a maximum of 300 guests total, but we will also consider how many can safely fit on each level given exits and floor load. The structural certificate will guide us (e.g. if the engineer says "no more than 150 people on the 1st floor at once"), our security will enforce that. We can use clickers or a handheld tally at the stairs to monitor how many go up, or issue different wristband colors for different floors if needed. The ground floor likely will be the main congregation area

(perhaps for performances), as it has the easiest egress (direct exit to outside). The basement might have a lower ceiling or one exit up the stairs, so we might limit basement occupancy to, say, 50 at a time, perhaps using it for a smaller installation or chill-out room. We will post **signs** near stairwells like “Max 150 Personen im 1. OG gleichzeitig” based on what the engineer and fire officer recommend. By avoiding overcrowding any one space, we reduce stress on the structure and on evacuation routes.

Setup of Event Spaces: We will deliberately design the layout for safety. For example, if we have a stage or DJ booth, it will be positioned such that it does not block an exit route and so that the audience has ample room to disperse in an emergency. We will keep a **central open aisle** leading to exits in any crowded room (just as a cinema or club would). Any cables running across floors (for sound, lights, or VR gear) will be covered with cable ramps or taped down securely to prevent trips. We’ll also avoid overloading any single electrical outlet – distributing equipment across circuits to prevent fire risk (more on electrical safety later). **No smoking** will be allowed inside (to reduce fire risk and smoke accumulation), except in a designated outdoor smoking area. We’ll enforce this with signs and by security gently reminding smokers to step outside. Outside, we will provide safe receptacles for cigarette butts (so that lit butts aren’t thrown near building materials). If the building has non-operational elevators, we will lock them off or post signs “Kein Zutritt – Aufzug außer Betrieb, im Brandfall nicht benutzen” (not in use, do not use in fire) ([Rettungswege in der Veranstaltungsstätte - Sichere Schule](#)) ([Rettungswege in der Veranstaltungsstätte - Sichere Schule](#)) – basically ensuring no one goes into an elevator shaft or relies on the lift in an emergency.

Accessibility: The building likely isn’t fully accessible (e.g. no working elevator for wheelchair users yet). We’ll mention on event promotions if the venue has limited accessibility. If needed, we can accommodate persons with disabilities by assigning staff to assist them up the stairs (if they are comfortable with that) or plan ground-floor-only activities for those guests. Also, we’ll rent at least one wheelchair-accessible portable toilet unit to be inclusive.

Signage and Communication: In addition to exit signs, we will put up other helpful signs: “No Entry” signs on any door that must remain closed (like to upper construction floors), “Staff Only” on areas like the makeshift storage room for gear, “Toilets this way” arrows to guide people to the outdoor toilets (especially important if toilets are outside around a corner in the dark). Multilingual or pictogram signs will be used since we expect an

international crowd. We'll also prepare a **brief safety announcement** or info sheet: for exhibitions, this might be a posted notice at the entrance "Welcome – Please note emergency exits are here and there, no smoking inside, contact staff in yellow vests for any help." For concerts, the MC/DJ could make a quick announcement like "Take a moment to locate the exit signs, safety first, etc." while housekeeping rules are given. It sets the tone that we've prioritized safety.

5. Fire Safety and Emergency Preparedness

In line with the fire safety concept submitted to authorities, we will rigorously implement all measures to prevent fires and to handle any emergency effectively:

- **Escape Route Management:**

As noted, all **Rettungswege (escape routes)** will be clearly marked and illuminated. We will station **door supervisors** at each main exit door when the venue is occupied – their job is not only to check tickets but also to ensure doors stay unobstructed and, in an emergency, to immediately swing them open and guide people out.

During events, we'll keep exit doors *closed but unlocked* (to reduce noise egress and draft) – per regulations, exit doors must never be locked or hard to open when people are inside ([Rettungswege in der Veranstaltungsstätte - Sichere Schule](#)) ([Rettungswege in der Veranstaltungsstätte - Sichere Schule](#)). If any door has a tricky latch, we'll tape it in the open position or post a guard there who knows to open it.

We will also prepare **evacuation instructions** for staff: a simple checklist of who calls fire brigade (we'll designate one person with a phone to dial 112), who ushers people from upstairs, who grabs the first aid kit, where the assembly point outside is.

The outside **muster point** will be, for example, the parking area 30 meters from the

building – safely away in case of fire. We'll communicate this plan in an all-staff briefing before each event. Since our crowd is not familiar with the building, we might consider playing a short **pre-recorded announcement** in multiple languages if evacuation is needed, though a loudhailer by staff could suffice given the size.

- **On-site Fire Team:**

We will have at least 2–3 staff identified as the **fire response team** each event. They will wear something identifiable (e.g. orange armbands) and carry flashlights. Their tasks: monitor for any hazardous behavior (like someone lighting a cigarette indoors or a device overheating), respond immediately to any sign of fire or smoke, and initiate evacuation if needed. We'll equip them with air horns or whistles. Importantly, they will know how to use the fire extinguishers. We plan to hold a brief **fire drill** just with staff on the setup day – simulating a scenario (e.g. “fire in basement – go!”) so everyone knows their role. It's uncommon in small events, but given the unusual venue, this practice could be crucial. If the fire department requires a professional **Brandsicherheitswache**, those personnel (often off-duty firefighters) will then be the ones handling this, and we will integrate them with our team.

- **First Aid and Medical Emergencies:**

Part of emergency prep is first aid. We will have a **First Aid station** or table on the ground floor (with a big white cross sign). A well-stocked first aid kit will be there (including bandages, burn gel, scissors, etc.). We'll also have bottles of water and a few chairs for anyone feeling unwell. Among our team or volunteers, we will ensure at least one person is trained in first aid/CPR.

For larger party nights, we are considering arranging for a **Sanitätsdienst** (medic service) on site. In Berlin, organizations like Johanniter or Maltese or the Red Cross can provide paramedic teams for events. Generally, for 300 people, a dedicated ambulance on-site isn't strictly required, but some guidelines suggest having

medical staff for public events of that size ([Fragen und Antworten zu Sanitätsdiensten bei Veranstaltungen](#)).

At minimum, we'll have a volunteer medic or a team member who is a nurse/doctor present. We will also locate the nearest hospital and have that info handy, and ensure cell phones are working to call 112 if needed.

- **Crowd Control in Emergencies:**

In an evacuation, one risk is **panic or bottlenecks**. To mitigate this, we will keep the sound system and lighting somewhat operational as long as safe – for instance, emergency lights come on but not plunge people into darkness (which could cause panic).

We could configure the DJ to have a microphone linked to the speakers even if music is off, to calmly instruct people. Security and staff will take positions to guide everyone – e.g. one at bottom of stair shouting “Please come down, exit here,” others on first floor grouping people towards the stairs calmly.

Because our maximum is 300 and we have multiple exits, we expect evacuation can be done in well under the 5-6 minutes that fire code typically expects for assembly buildings of this size. The key is our team’s coordination.


- **Fire Prevention:**

We enforce a **no open flame** and **no smoking** policy indoors, as mentioned. We’ll also control the electrical load to prevent overheating. All high-wattage lighting projectors, beamers, and sound amps will be checked for proper ventilation (no cloth draped over, not near flammable decor).

We’ll avoid daisy-chaining power strips. If any device starts smelling or smoking, staff will disconnect it immediately. Additionally, we’ll remove unneeded combustible materials from the areas – e.g. if construction left wood scraps or

packaging, we'll clean those out to reduce fire load. Only event-related materials remain, all of which are flame-retardant where possible. **Waste bins** inside will be emptied regularly so they don't overflow (lots of paper trash can itself be a fire risk).

- **Coordination with Fire Brigade:**

We will send our fire safety concept to the local fire brigade beforehand (likely via the Bauaufsicht or directly to Berlin Feuerwehr's preventive department). If they wish to inspect the site pre-event, we'll accommodate that. Also, we'll ensure **fire engine access** to the site is clear on event day – meaning the path/driveway to  will not be blocked by parked cars. If needed, we'll place cones or post a staff at the entrance of the site to move any vehicle.

We'll also verify that nearby fire hydrants (if any) are accessible (construction sites sometimes cover or block them – we'll check with the site manager). Our site plan given to authorities will include the **Feuerwehr-Aufstellfläche** (an open area where a fire truck can position) and confirm that from that point, they have an entry into the building. All of this shows preparedness for worst-case scenarios.

By having robust fire safety and emergency plans in place, we protect lives and property and also satisfy the requirements under the **Betriebsverordnung** that the operator (Veranstalter) is responsible for **keeping all escape paths clear, preventing fires, and having trained staff present** ([Mehr als 200 Personen ohne Versammlungsstättenverordnung \(VStättV\)?](#)) ([Mehr als 200 Personen ohne Versammlungsstättenverordnung \(VStättV\)?](#)). We take that responsibility very seriously.

6. Security, Crowd Management, and Entry Control

Maintaining a safe and orderly environment during the events is crucial, especially for concerts and parties where crowds can become energetic. Our security and crowd management plan includes both professional security personnel and trained volunteers to cover all aspects:

- **Professional Security Team:**

We will hire a licensed **security company** experienced in event security. For ~300 attendees, a common rule of thumb is to have at least 1 security staff per 50-75 attendees for high-risk events (like raves), or 1 per 100 for lower-risk (like art openings).

Given the multi-level layout and the need to cover entrance, floors, and outdoor areas, we plan to hire around **4 to 6 security guards** for each major event (e.g. 1 chief guard at entrance, 1 roaming inside ground floor, 1 at the upstairs area, 1 at the basement if in use, and 1-2 to patrol outside/queue as needed). All will have the required §34a GewO licenses (which the security firm ensures).

We will meet with the security firm in advance to walk them through the venue and highlight any sensitive points (like “this stair is narrow, manage flow here” or “no access beyond that door”). We will provide them with our evacuation plan as well, so they know how to assist if we have to clear the building.

Their duties include: **access control** (verifying tickets or guest list at the door, and denying entry to obviously intoxicated or aggressive individuals), **bag checks** for prohibited items (we’ll enforce no weapons, no outside bottles that could be used as weapons, etc.), **patrolling** the event to detect any conflicts or unsafe overcrowding, and **protecting performers/equipment** if needed (e.g. keeping people off the stage).

We will brief them to be firm but friendly – this is a cultural event, not a hostile environment, so they are also part of the guest experience. They will also enforce

capacity limits per area: if one floor is getting too crowded, they can slow or stop entry to that floor until some people leave.

Communication is key: all guards and key staff will have **walkie-talkies or a group chat** to coordinate. For example, the entrance guard can radio to others “we have 50 more coming in, heads up” or alert if someone is causing trouble.

If any serious incident occurs (a fight, or an uncooperative person), security will handle it per their protocol and involve police if necessary. However, our crowd (art and music enthusiasts) is expected to be well-behaved overall.

- **Ticketing and Admission:**

To avoid chaotic crowds at the door, we will likely use a **pre-sale ticket or RSVP system**. If it’s a public party, we’ll sell tickets online and possibly limit door sales. For invite-only exhibits, we’ll have a guest list.

This helps prevent **overcrowding** – we won’t have 500 people show up when only 300 fit. At the entrance, we will set up barriers or a queuing lane if needed so that the crowd forms an orderly line rather than a mob.

Security and our volunteers will manage the queue, ensuring no blocking of sidewalk or road. The entry area will be well-lit (we’ll set up a light or use construction lighting if available).

We’ll also place **signage of rules** at the entrance (e.g. “By entering, you agree to be photographed possibly, no re-entry after 2am,” etc., and important safety notes).

- **In-Venue Crowd Management:**

Inside, our team will monitor crowd density. If we notice any area getting too congested (for example, right in front of the DJ booth), our staff will gently encourage people to spread out (“there’s more space in the next room, feel free to

move around"). We will also keep pathways like the route to bathrooms or exit staircases free of obstructions and loitering.

Sometimes at raves people might sit along walls or in stairwells – we will ask them not to block those critical paths. Volunteers or security will periodically do a **sweep** of less-used areas (like far corners, or behind stage) to ensure no one is in trouble or some small fire hasn't started, etc.

- **Emergency Crowd Control:**

If we have to evacuate or stop music for an emergency, security will help direct the crowd calmly (as detailed earlier). Also, if at any point the event threatens to get out of hand (say more people show up than expected), security in consultation with us can **pause entry** or even temporarily stop the music to make announcements. We will empower them to make such calls for safety.

- **Queuing Outside & Neighbors:**

We anticipate that at peak entry time (say 10pm if it's a party) there might be a line of people waiting. We will manage that by possibly opening doors early and encouraging people to arrive in a staggered fashion (for exhibits, timed entry slots; for parties, maybe have a chill pre-event space outside with some visual installation so not everyone rushes in at once).

Security or a volunteer outside will remind those in line to keep noise down (especially if it's post-22:00) to respect neighbors. If the waiting time is long, we might quietly offer water to those in line (non-alcoholic) to keep them happy and avoid anyone wandering off to urinate in public (which we definitely want to prevent – we will have signs to toilets and possibly allow those in queue to access a toilet if urgent to avoid public urination issues).

- **Internal Communication:**

All staff and security will know the **chain of command**. We will have an **Event Manager (Veranstaltungsleiter)** – likely one of the core collective members – who is the ultimate decision-maker on site.

That person will liaise with authorities if they visit and coordinate any major decisions (like shutting down early for safety). German assembly guidelines often require a designated responsible person present, and we will fulfill that ([Mehr als 200 Personen ohne Versammlungsstättenverordnung \(VStättV\)?](#)). Our team will have a contact list and we'll do a pre-event briefing to cover roles and contingency plans.

- **Lost & Found / Missing Persons:**

We will set up a small **info point** or at least have a procedure for lost items or if someone is looking for their friend. Likely the bar or entry desk can double as lost & found. If a child (in case of a daytime event) or even an adult gets lost or separated, staff will assist and possibly make an announcement if needed (though in 300 people space, they'll likely reunite easily).

We'll also have a plan for if someone refuses to leave at end of night – security will kindly escort them out and ensure they have a safe way home (we can call a taxi if needed, to avoid someone loitering or trying to sleep in the building).

Overall, the presence of a competent security team and clear crowd management protocols will help ensure the events run smoothly and safely. The Ordnungsamt and police will be much more comfortable knowing we have professional security on board (often a requirement for events serving alcohol). All these measures align with the city's expectations for organizers to guarantee guest safety and public order.

7. Sanitation and Hygiene

Because [REDACTED] lacks plumbing, we must provide temporary solutions for restrooms, water, and cleanliness to meet both regulatory needs and attendee comfort:

- **Portable Toilets:**

We will rent a sufficient number of **portable toilet cabins** (Dixi or similar) for each event. A common recommendation for events is roughly 1 toilet per 50 persons for a mixed-gender crowd if no prolonged meal/drink consumption, possibly a bit less if event is short, or more if serving a lot of drinks.

For 300 people, we plan to have about **6–8 portable toilets**, including at least **1 ADA-accessible** unit (wheelchair-friendly). This number is on the higher side to avoid long queues and to be prepared if one malfunctions. It's better to over-provide since under Berlin's venue guidelines, permanent venues must have quite a few toilets (e.g. one resource indicates typically one WC per 40 male and per 50 female patrons in clubs) ([Wie viele Toiletten werden für 200 Personen benötigt? - Reddit](#)). Our ~7 units should be plenty for a few hours event. These toilets will be placed just outside the building (likely in the courtyard or parking area).

We will position them in a well-lit zone (we'll set up a light or use construction lighting if available outside), and we'll post signs inside the event directing people to them ("Toilets → this way"). We will also ensure **privacy and security**: perhaps create a fenced or barricaded area so people feel safe using the loos even at night and so that non-guests don't wander in.

A **toilet attendant** (one of our crew or hired staff) will periodically check the units for supply (toilet paper, hand sanitizer) and cleanliness. If our event runs late, we might arrange a mid-event servicing if needed, but usually for one night it's fine.

- **Hand Hygiene:**

Without running water, we will provide alternative hand cleaning options. Each portable toilet will have hand sanitizer dispensers. Additionally, we'll rent a couple of **hand-wash stations** (portable sinks with water tanks and soap) to place near the toilets – this is especially important if any food was being served, but even with just drinks, people appreciate being able to wash hands. If portable sinks are not available, we will stock plenty of sanitizer and maybe moist towelettes. We'll also provide some in the main event space (e.g. at the bar and at the entrance) to promote general hygiene.

- **Drinking Water:**

We will have free drinking water available to guests – critical at raves or active events to prevent dehydration (and also a gesture of goodwill since we are only donation-based for drinks). In absence of tap water, we'll bring in bottled water (several crates of 1.5L bottles) and/or use large water cooler jugs with pumps.

We'll clearly label the water station and announce its availability. For staff, we'll also have a dedicated water supply to keep them hydrated (especially security who are working hard).

- **Waste Management:**

We anticipate trash like plastic cups, bottles, cans, and any disposables from art installations. We will set up enough **trash bins** around the venue – particularly at the bar (for cup disposal) and near exits (people sometimes toss things as they leave). Since we have to remove all waste (no facility on-site), we'll arrange to have heavy-duty garbage bags and will hire a trash removal service if needed after big events. Alternatively, we coordinate with the construction site's waste disposal – possibly we can use their containers by agreement. Under no circumstances will we allow waste to accumulate in a way that's unsafe or violates public cleanliness (Berlin can fine for leaving event trash around).

After each event night, our crew will do a thorough **clean-up**: picking up litter, sweeping floors. The day after, we'll inspect the building to ensure no spilled drinks or trash remain that could attract pests or create odors, since we may be coming back multiple times.

- **Cleaning and Disinfection:**

Before an event, we will clean the accessible areas (likely they are dusty from construction). We'll mop concrete floors to reduce dust, wipe down surfaces guests might touch, and ensure the toilets are delivered clean (they usually are).

During events, the toilet attendant will do quick cleanups if something is spilled or if a toilet is in bad state. Post-event, we'll again clean. This not only is courteous but also necessary as part of a hygiene concept. If any guest gets sick (common at parties that someone might vomit), our team will handle it promptly – we'll have a kit (gloves, disinfectant, absorbent sawdust or cat litter, bags) to clean any biohazard and keep the environment safe for others.

- **COVID/Post-Pandemic Considerations:**

As of 2025, COVID-19 regulations are mostly eased, but we remain mindful of communicable diseases. We won't expect to require masks or vaccine checks unless authorities reintroduce them, but we will still encourage some basic measures: the venue is large and airy (construction sites often have good airflow inadvertently), which helps.


We'll avoid extreme crowding, which we're already doing for safety. We'll have hand sanitizer widely available. If someone appears very ill (coughing severely, etc.), we might politely check on them or have security ensure they are okay – in part for their health and in part to reassure others. If any specific health guidelines are in effect at the time (e.g. if Berlin has any event advisories), we will integrate those and could even create a simple **hygiene plan** document.

In summary, by providing adequate sanitary facilities and keeping the venue clean, we meet public health requirements and keep attendees comfortable. The Ordnungsamt expects organizers to handle such basics – e.g., ensuring **toilet provisions** even in temporary setups ([Veranstaltungstättenrichtlinie](#)) ([Veranstaltungstättenrichtlinie](#)) – and we will exceed those expectations. Good sanitation also means less wear on the building (we don't want people relieving themselves in corners or causing damage due to lack of toilets).


8. Technical (AV, Electrical, and Installations) Safety

Our events will heavily feature audio-visual (AV) gear, lighting systems, and interactive tech (VR headsets, projectors, possibly powerful computers). We must manage these technical elements safely on a limited construction power supply:

- **Electrical Load and Distribution:**

The site provides a  **Baustrom (construction power) connection** – likely a three-phase power distribution box. We will hire a certified **event electrician** (or have a competent team member) to manage our power distribution. They will assess how to split our equipment across the three phases and set up sub-panels with 16A or 32A outlets for sound, lights, and general use. All power cables and connectors we use will be heavy-duty and safe for indoor use (with proper insulation and no exposed wires).

We'll include **residual-current devices (RCDs)** a.k.a. FI-Schutzschalter on all circuits that feed end-user equipment, to prevent electric shocks in case of any fault (construction power boxes usually have RCDs built-in, we will verify this). We will run cables overhead where possible (to avoid water or foot traffic) or along walls. If any cables must cross walking paths, they go under cable protectors.

We also avoid overloading any single outlet: high-draw devices like amplifiers and lighting dimmers will be spread out. The electrician will measure or at least estimate that our total draw stays under the  supply limit.

We will have a **power-off emergency procedure**: knowing where the main breaker is so we can cut power if needed (for instance, if someone is being electrocuted or a device catches fire, switching off the mains is crucial). At least two staff will be shown how to cut the power quickly.

- **Backup Lighting:**

As mentioned, we'll deploy some battery-powered lights for emergency, but also, for convenience if power trips, we will have flashlights and a couple of camping lanterns around so that we can restore minimal light immediately. Our security guards likely will have flashlights as well. This prevents a dangerous stampede in darkness.

- **Equipment Setup and Rigging:**

We will be mounting projectors and possibly lighting fixtures in the space. We'll follow standard **rigging safety** protocols: any overhead fixture (e.g. a stage light or projector hung from a beam) will have a **safety cable** (steel sling) in addition to its clamp, so if the clamp fails, the safety cable catches the device ([Veranstaltungstättenrichtlinie](#)) ([Veranstaltungstättenrichtlinie](#)).

We note that Austrian guidelines require safety bonds on anything >5kg overhead; we will apply the same rule ([Veranstaltungstättenrichtlinie](#)). Speakers on stands will be securely mounted so they can't tip. Cables running to speakers/amps will be taped down near the device so nobody can accidentally unplug something by pulling a cable. The DJ booth will be stable (probably on a riser or table – we'll make sure it's not wobbly).

In VR installations, if we have VR headsets with tethered cables, we'll manage those cables so users don't entangle their feet (maybe overhead suspension or a very vigilant attendant).

- **Testing and Rehearsal:**

We will allocate time before the public enters to **fully test the AV system and electrical setup under load** – effectively a rehearsal where we turn on all amps, play music at performance volume, run all projectors and computers simultaneously.

We'll monitor the temperature of power cables and distribution boxes after some time to ensure nothing is heating up abnormally. If any circuit breaker trips during tests, we will redistribute load.

This "burn-in" test also helps us catch any interference or emergency issues. We'll also test that our emergency lights indeed come on when we kill the main power. Any unexpected behavior will be rectified before the event.

- **Noise Levels and Hearing Safety:**

Inside the venue, sound levels might be high, especially during concerts/raves. While there's no specific legal limit for a club environment (beyond labor safety for staff), we are conscious of hearing protection.

We will make **earplugs** available for free at the entrance or bar for anyone who wants them. This is a simple but often overlooked safety measure – some in our crowd might be sensitive to loud music, so providing foam earplugs shows we care.

We'll also advise our DJs/sound tech to keep volumes within reasonable levels – sustained extremely high decibels not only risk hearing but also can cause people to feel unwell. As a reference, we might aim for ~95 dB(A) average on the dancefloor, which is loud but not damaging over a short night, rather than pushing to 105+ dB. (If we had a measuring device, we could monitor it.) In any case, offering earplugs addresses liability around hearing issues.

- **Special Effects:**

If we use any special effects like strobe lights or fog machines, we'll take precautions. **Strobes** can trigger epileptic seizures – we will put a warning sign at the entrance if strobe lighting (or fast flashing visuals) will be used, so sensitive individuals are informed. We'll avoid super prolonged strobe sequences.

Fog machines: we will use water-based fog fluid (non-toxic) and not overdo it to the point of hampering visibility too much. Also, since there's no fire alarm system active, we don't worry about triggering alarms, but we do worry about proper ventilation – if the fog builds up, we can periodically ventilate by opening some doors for a minute. We'll station a fan or two to help blow haze away if needed.

- **Interactive Installations and Machinery:**

Some generative art or tech installations might have moving parts or require user interaction. We will review each piece for safety. For example, if there is a kinetic sculpture, it will be placed so no one can accidentally walk into it (e.g. roped off area if it has swinging elements).

If there's a VR station, as mentioned, we'll have staff supervising to prevent users from wandering while wearing headsets (they could bump into walls or trip – so the attendant's job is to physically guard them). Any computers or electronics on the floor will be in enclosures or areas where drinks can't easily spill on them (spilled liquid on electronics can cause shorts and fire).

We will also discourage guests from placing drinks on any electrical equipment or projector cases (common sense, but signage like "Don't place drinks here" might be used for expensive gear areas).

- **Tech Failure Contingencies:**

We consider what happens if key tech fails: If the music PA fails (silence), we have an MC or staff communicate to crowd to remain calm while we fix it (to avoid frustration turning into altercations). If lights fail, we turn on emergency ones and possibly pause the event until fixed. We'll keep a laptop of background music ready in case the main DJ setup crashes, so the vibe isn't lost. These are minor, but part of keeping control of the crowd and schedule.

All our tech safety measures not only protect people but also protect our valuable equipment from damage. This also ties into insurance: many insurers require that electrical installations at events are done per code.

By hiring a qualified electrician and using certified gear, we satisfy those conditions. We are effectively treating [REDACTED] as a pop-up club from a technical standpoint, following industry standards to ensure no electrical fires, no electrocutions, and no structural accidents from rigging.

9. Event-Specific Requirements and Adaptations

The collective intends to use the space for various types of events – from quiet art exhibitions to all-night music parties. We will adapt our plan for each format, as their requirements differ:

- **Art Exhibitions (Galleries and Openings):**

These may be daytime or early evening events, possibly “Vernissage” style openings or ongoing exhibitions where people stroll through the space.

Key considerations: ensure adequate **lighting** for artwork (while still marking exits), maintain a quieter atmosphere (noise is less an issue here, except maybe background music).

Crowds at art shows tend to be lower density and calmer, but we must still guard against any pieces that could be knocked over.

We will place more **docents or art volunteers** around to politely remind visitors not to touch fragile works (unless interactive). Since exhibitions might attract a different demographic (including older patrons or even children if open to public), we ensure **accessibility** as much as possible – e.g. have some seating available

for those who need a rest, and make sure paths are wheelchair-friendly on ground floor.

We'll also be vigilant about **capacity** if it's a popular opening – even though people are not pushing like a club, too many can still be unsafe.

If needed, we'll use a **one-in one-out policy** at the door if the space feels too full. Exhibition events likely end by 22:00 or so, which conveniently avoids night noise issues. If we host a “closed” art event (private gathering), legally it's simpler (not fully public), but we decided to not lean on that distinction too much, since 300 people hardly counts as private in authorities' eyes ([Private Party oder öffentliche Veranstaltung | Infos & Tipps](#)) ([Private Party oder öffentliche Veranstaltung | Infos & Tipps](#)). We still treat it as public for safety and permits.

- **Workshops and Artist Meet-ups:**

These are smaller, more structured gatherings – perhaps 20–50 people doing a VR art workshop or coding music visuals. For such events, we will set up **tables, chairs, and power strips** safely.

We'll double-check the ergonomics: good lighting, comfortable temperature (if the building is cold, maybe bring heaters – but if we do, those heaters must be electric and safe, no propane).

Even with smaller numbers, we keep exits clear and a fire extinguisher handy. If workshops involve any tools (for example a multimedia art workshop with soldering or electronics), we'll enforce **safety gear** (like if soldering, have proper ventilation and make participants wear safety glasses). We would also need to dispose of any hazardous waste properly (e.g. spray paint cans if used).

Given there's no water, if a workshop needs water (for painting etc.), we'll bring some buckets or water containers and also plan for waste water removal (no dumping liquids on site).

Workshops likely won't involve alcohol (maybe just coffee/snacks), which simplifies things – but if we do offer drinks, it might still be considered part of the “Gaststätte” permit.

If it's truly a closed workshop (by invite), we could skip the permit, but we'll be cautious. For any public-facing workshop where donations are taken for drinks, the alcohol permit should be in place, so we'll likely have it covering that timeframe anyway.

- **Concerts and Live Performances:**

Live music events will draw bigger crowds and require stage setup. We'll ensure the **stage** (if any) is solid – maybe a rented portable stage platform with handrails on the back.

We'll mark a **no-go zone** around the stage to keep the crowd from pushing onto it (maybe using low fencing or monitors and a tape line). Live bands mean **soundchecks** – we'll do those in the evening before neighbors might be sleeping (i.e., not too late).

We'll also coordinate with performers on safety: e.g. no pyrotechnics in their act (some bands use flash pots – we won't allow that). If a performer climbs scaffolding or similar (hey, rock shows can be wild), we'll admonish them in advance to be careful and possibly discourage it due to the building's unknown strength in some spots. Also, live performances can have **crowd surges** (like people rushing forward).

We'll position security at front of stage to manage that and possibly create a small buffer space (“pit”) if needed. Another aspect is **power usage for band equipment** – guitar amps, etc., which our electrician will include in the distribution plan. After concerts, as people exit, we'll likely have a **merchandise table** or so – we'll make sure that doesn't block an exit and that queuing for merch doesn't create a jam.

- **Club Nights / Raves:**

These are the most demanding in terms of crowd control and late-night operations. All the security measures elaborated will be in full force. Additionally, for a rave, we might implement some **harm reduction** measures: perhaps have on-site or on-call medics (addressed above), maybe partner with a group like *Sonar Berlin* or *Drugchecking* if that's available to provide information to attendees, as Berlin has progressive harm reduction in some clubs.

We will also ensure **continuous ventilation** – dancing gets the place hot and stuffy. If the building's HVAC isn't working, we may use fans or open some windows (balancing noise concerns).

We also must be mindful of **vibration**: hundreds jumping to the beat can create structural vibration. Our engineer will consider dynamic load; if they had any concerns, we'd adapt (e.g. encourage people to spread out more, or not have everyone jump in sync – though that's hard to control).

Usually, concrete floors can handle this, but we'll double-check. For raves we'll also have **bar staff** trained to stop serving anyone who's overly intoxicated – our donation bar shouldn't lead to excess anyway, but we must follow laws (prohibit serving alcohol to clearly drunk individuals, per GastG and common sense).

- **Projection Mapping and VR Art:**

These tech-centric activities require darkened spaces and careful projector placement. We will create **dark zones** for projection art by using black curtains or partition walls (fire retardant as noted).

We must ensure people don't accidentally walk into projection equipment in the dark – we might put a low barrier or tape on the floor around projectors, and a tiny accent light on them so they are visible.

For VR, again, supervision is key. We'll possibly set up the VR in the basement,

where it's naturally darker and quieter, and allow a few users at a time.

Sanitizing VR headsets between uses (especially eyes/face area) is also a consideration – we'll use disinfectant wipes on them, which is part of hygiene.

- **Multi-floor Coordination:**

If we host an event utilizing all three floors simultaneously (say an exhibition upstairs, DJ downstairs), we will have to coordinate announcements and timing.

We might stagger activities (exhibition opening from 6–9pm on 1st floor, then after 10pm the rave starts in basement/ground so that by then the upper floor is closed). Or if concurrent, ensure each has enough staff and that people can flow between floors safely.

We will also decide whether to allow drinks to be carried everywhere – likely yes, except maybe not into certain sensitive art rooms. If not, we'll post signs “No beverages in this area” to protect art. For cleaning, multiple floors mean end-of-night we need a bigger crew to cover all areas.

In essence, each event format's unique requirements have been anticipated and integrated into our plan. We will create a **briefing document for each specific event** that highlights any special measures (e.g. “Tonight is a techno night: focus on door policy and earplug distribution. Tomorrow is a workshop: focus on ensuring all participants sign the safety waiver for using tools.”). By tailoring our approach, we ensure that whether it's a calm gallery or a packed club night, the execution is smooth and safe.

Timeline and Step-by-Step Action Plan

To successfully execute this project, we need to follow a structured timeline, starting well in advance of the first event. Below is a step-by-step schedule, including preparation tasks, target deadlines, and responsible parties. This timeline assumes our first event is approximately 8–10 weeks from now, which provides a comfortable cushion for permits and planning. If the first event is sooner, tasks marked 8+ weeks out would be compressed accordingly (which may require urgent handling):

T minus 8–10 Weeks: Initial Planning and Outreach


- **Team Organization:**

Form the core organizing team and assign roles (e.g. Event Manager, Safety Officer, Logistics/Tech Coordinator, Volunteer Coordinator, etc.). Establish regular planning meetings. Begin compiling all documentation (floor plans, concept write-up).

- **Owner Agreement:**

Meet with the building owner or site manager to formalize the permission. Secure a **letter of permission** or contract specifying our access to UG, EG, 1. OG for the period, and noting any site rules we must follow. Confirm with them what insurance they require and ask about using any on-site facilities (maybe their construction WC for staff, etc.).


- **Preliminary Floor Plan Layout:**

Using  "FLOOR_PLAN.png" and site visits, decide on how to use the spaces (where stage will go, where bar will be set up, etc.). Mark the locations of exits, fire extinguisher points, etc., on a plan diagram – this will be useful for discussing with

authorities.

- **Contact Bauaufsicht (Building Authority):**

As described, initiate contact with Bezirksamt Treptow-Köpenick Bau- und Wohnungsaufsicht (Fachbereich Bau- und Wohnungsaufsicht - Berlin.de).

Ideally, request an appointment to present our project. If an in-person meeting isn't feasible, prepare a written inquiry/email containing: introduction of who we are, what  type of events (with 300 pax), dates/duration, and ask what procedure they prefer (notification vs. temporary permit application).

Attach the draft floor plan and mention the engineer's structural safety will be provided. We aim to get guidance or an acknowledgement from them within a couple of weeks.

- **Engage Structural Engineer:**

Have the structural engineer review the floors in question ASAP. Obtain the **Stand sicherheitsnachweis** document or at least a written statement on safe loads by this time, so it can be included in permit applications.

If the engineer recommends any structural reinforcements (e.g. propping an unfinished beam), coordinate with the owner to get that done or do it ourselves under guidance.

- **Develop Fire Safety Concept:**

Write a formal **fire safety brief** to submit. This includes outlining number of extinguishers, exit signage plan, and confirming compliance with §35 BetrVO etc.

We might involve a freelance **Brandschutzbeauftragter** (fire safety consultant) at

this stage to double-check our concept – possibly even hire them to co-sign the concept if needed for the Bauaufsicht.

- **Notify Insurance Broker:**

Start looking at event insurance options. Because insurers might need underwrite time, we reach out now for quotes on event liability insurance covering at least 3 months of events at [REDACTED]. Provide them details (venue is under construction, one-off events, non-profit nature).

Ensure policy can be in effect by ~2 weeks before the event.

- **Initial Budgeting:**

Draft a budget including all expected costs (permit fees, insurance premium, toilet rental, equipment rental, staff wages, etc.).

Ensure the project is financially viable or plan fundraising if needed (maybe sell tickets in advance or seek a cultural grant).

T minus 6 Weeks: Permit Applications and Key Bookings

- **File Temporary Use Application:**

By now, compile the required documents for the **Zwischennutzungs** permit.

Fill out any forms the Bauaufsicht provided or write a letter referencing our meeting. Include: floor plans, structural proof, fire safety concept, event descriptions (dates, times), expected number of events, owner's consent letter, and any other requested attachments.

Submit this formally to the Bauaufsicht (digital via their portal ([Fachbereich Bau- und Wohnungsaufsicht - Berlin.de](https://www.fachbereichbau-undwohnungsaufsicht-berlin.de)) and follow up with paper if required).

Mark the date and expect a response. (Berlin building authorities can be slow; if no word in 2 weeks, we'll politely follow up.)

- **Apply for Alcohol Gestattung:**

Submit the **Gaststättengewerbe Gestattung** application to Ordnungsamt Treptow-Köpenick ([Gaststättengewerbe - Gestattung aus besonderem Anlass beantragen - Dienstleistungen - Service Berlin - Berlin.de](https://www.gaststaettedienstleistungen-serviceberlin-berlin.de)).

Since we might have multiple event dates, we can ask if one application can cover a series ("wiederkehrende Veranstaltung"). If not, we may need separate permits for each major event or each month.

We will attach our schedule and request a blanket approval. Along with the form, send in the necessary documents: copy of organizer's ID, any needed Führungszeugnis (we'll have one of the team request this from the Bürgeramt so it's ready - it takes a couple weeks), Gewerbezentralregister extract (if required).

Pay the administrative fee (we budget ~€100 for this). The Ordnungsamt's average

processing is 2 weeks ([Gaststättengewerbe - Gestattung aus besonderem Anlass beantragen - Dienstleistungen - Service Berlin - Berlin.de](#)), so at 6 weeks out we are comfortable. We'll diarize to check status at T-3 weeks if we haven't heard back.

- **Noise Permit Inquiry:**

Contact the Umweltamt or Ordnungsamt about whether a **noise exemption** is needed for our specific case. Possibly fill out an application form they have for §10/§11 LImSchG events. (There might be a standard form on Berlin.de for "Antrag auf Ausnahmezulassung nach LImSchG Bln – Veranstaltung").

If needed, submit it now to ensure a decision by T-2 weeks. If they say it's not necessary because it's indoors, get that in writing or note person's name/date in our records.

Regardless, plan to stick to 22:00 noise limits unless we have explicit permission.

- **Book Vendors and Services:**

By 6 weeks out, secure critical service bookings: **Security company** (give them the tentative dates and sign a contract for those nights), **sanitation (toilet) rental** for the event days (with delivery and pickup times), and any **equipment rental** (sound system, stage, lighting gear) that we don't already own.

Good AV companies in Berlin get booked early, so reserve now. Also schedule an **electrician** (perhaps via the AV company or independent) to be present on setup day and during the event if possible.

If we want professional **medics** or fire watch, book those now too through organizations like Johanniter or Feuerwehr (Feuerwehr usually needs advance notice to schedule a fire detail).


- **Recruit Staff and Volunteers:**

Begin recruiting any additional **volunteers** needed – perhaps friends or community members to help as ushers, bar staff, setup crew.

Make sure they are committed to the dates. If needed, post in the collective's network for volunteers and hold an orientation meeting down the line.

- **Promote the Event(s):**

If not already done, start marketing the events to ensure attendance (assuming permits are likely). This can include creating Facebook events, printing flyers (though careful with public invites; if we call it a private pre-opening with RSVP, it might be easier legally, but we aren't relying on that loophole too much).

We will, however, control numbers via an RSVP or ticket system to not exceed capacity. At 6 weeks out, we can announce a "coming soon – pop-up art space at  to generate interest.


Any promotional material should mention things like age restriction (18+ for parties) and perhaps "enter at your own risk – it's a construction site" in fine print (for legal coverage, though we will of course make it safe).

- **Develop Preliminary Schedule:**

Draft a show schedule for the first event: e.g. what time doors open, set times for performers, what time we aim to close, etc. This helps in planning staffing (security shifts, etc.).

T minus 4 Weeks: Implementation of Safety Measures and Confirmations

- **Staff Training Session:**

Around this time, hold a meeting with all team members and volunteers to walk through the plan. If possible, do this **on-site at**  so everyone can see the space.

Point out the exits, discuss how to use fire extinguishers (maybe even demonstrate), and review the evacuation and security plans. We'll give everyone a little handbook or cheatsheet of important procedures and phone numbers.

- **Install Safety Signage:**

Start producing or ordering **signage** (Exit signs, warning signs, etc.) so that we can install them soon. Some signs might be printable in-house (like rules) while others (photoluminescent exit signs) we may purchase.

Ensure they meet size/visibility requirements. By two weeks out, we'd like to have these signs physically installed or ready to be put up with tape/zip-ties on event day.

- **Coordinate with Bauaufsicht/Fire Department:**

By 4 weeks, ideally the Bauaufsicht has responded. If they asked for modifications or additional info, address those now. For example, if they say "you must have 2 exits at ground floor of min. 1.2m width each" ([umwelt-online: MVStättVO - Muster-Versammlungsstättenverordnung](#)), we ensure that maybe the main entrance plus a back delivery door are both available and meet that width.

Or if they require a fire department inspection, schedule it now for about 1 week before event. If no word yet, place a polite follow-up call or email – emphasize the

approaching event date and offer to provide any more info.

Sometimes bureaucracy is slow, but showing diligence helps in case we have to assert that we tried our best. We will document all interactions.

- **Purchase/Prepare Supplies:**

Order all needed **consumables**: e.g. earplugs (bulk pack of foam plugs), first aid kit (augment it with extra items like electrolyte drinks, bandages, burn cream, etc.), flashlights, batteries, gaffer tape (lots of this), cable protectors, cleaning supplies, toilet paper (the toilet rental may include it, but extra won't hurt), hand sanitizer, etc. Keep a checklist.

We'll also procure **flame-retardant spray** if we have any decor that needs treatment and apply it to those materials now in a ventilated area. Get **fire extinguishers** – either via a rental (some companies rent fire safety sets for events) or purchase a few new ones (ensuring they are certified). Also obtain **high-visibility vests** or armbands for staff identification. These purchases should be done now to allow shipping time.

- **Noise Mitigation Prep:**

If using any sound baffles or installing any temporary window coverings to reduce noise, do it around now. For example, if there are large open window holes, we might tack plywood or thick drapes behind them – coordinate with the owner so we don't interfere with construction. We can test how that affects sound leakage by playing a loud speaker and walking around outside. Adjust as needed.

- **Confirm Bookings:**

Re-confirm with all vendors: toilet delivery date and exact spot (maybe mark the ground with tape where they should put them), security arrival time and briefing

arrangements, equipment delivery (we might arrange equipment to come 1-2 days before to set it up leisurely), etc.

Confirm with the insurance broker that the event policy is approved and will be active by the event (if not already issued, it should be by now).

- **Ticketing Setup:**

If using a ticket platform or RSVP list, have that in place by 4 weeks out so attendees can sign up. Monitor the response to gauge if we're trending towards max capacity.

If demand is too high, consider splitting into two nights or limiting invites.

If too low, ramp up promo. Having a good estimate is key for finalizing security and supplies (e.g., if only 150 likely to show, we might scale back one toilet or so; if 300 sold out quickly, we know to be ready for full house).

T minus 2 Weeks: Final Preparations and Approvals

- **Obtain Permits/Documents:**

By two weeks out, make sure we have in our possession: the **temporary use permit/clearance** from Bauaufsicht (or at least not have an objection from them), the **Gestattung license** from Ordnungsamt (this should be issued around now if applied at T-6; follow up if not), any **noise exemption** (if granted, likely a document stating allowed hours/dB), and the **insurance certificate** naming us and venue owner as insured.

Make duplicates of all these to keep on-site. Also prepare the **GEMA documentation**: we should have registered our event's music with GEMA by now (they require advance notice for public music).

Fill out the GEMA form stating venue size and ticket price; GEMA will invoice a fee (for 300 people, perhaps a couple hundred Euros depending on event length and if dancing involved).

Having proof of GEMA payment on-site is wise in case of a surprise check (GEMA agents do visit events to verify licensing). ([Glossar – Saferave](#)) ([Glossar – Saferave](#))


- **Walkthrough with Authorities (if any):**

If Bauaufsicht or Fire Brigade scheduled a site visit (common if they need to approve temporary usage), conduct that now. Walk them through all safety measures in place. Carry a checklist to note any additional directives they give, and address them immediately in the remaining days.

If the Fire Brigade wants a fire truck drill, accommodate it. Our aim is to get their **sign-off** that we can proceed. If they give only verbal OK, note it down; ideally get an email confirmation.

Venue Setup (Day -2 to -1):

In the two days leading to the event, do the bulk of the physical setup:

- Clean the floors and surfaces.
- Put up all **signage** (exit signs at every doorway, directional arrows in corridors, “No Smoking” signs, fire extinguisher signs next to extinguishers, “Staff Only” on doors to closed areas, etc.). Use secure methods to hang them (zip-ties, screws with permission, or strong tape) so they don’t fall mid-event.
- Mark the **escape routes** on the floor with glow-in-dark tape or arrows, especially in darker areas like basement. Also mark edges of steps with bright tape to prevent missteps ([Veranstaltungstättenrichtlinie](#)) (this is mentioned for event floor safety in some guidelines).
- Position the **fire extinguishers** and any fire hoses (if available) at strategic points. Make sure they are visible and not blocked.
- Set up the **stage, sound, and lights** as per plan. Do a thorough cable management: tape cables, run them safely. Set up the **electrical distribution** from the  box (by a qualified person). Label the circuits so we know what is powering what.
- Arrange the **bar area**: tables for drinks, coolers with ice if needed (since no fridge on site likely), stock drinks (which we’ll purchase a day or two prior: soft drinks, beer, wine, etc.), cash box or donation jar, cups, etc. The bar should be placed not to impede any exit route. Also position some trash bins near bar for empties.

- Place **furniture** as needed (e.g., some benches or stools along walls for resting, without blocking paths). If expecting any VIP or artists that need a green room, designate a corner area and ensure it has water, etc.
- Install **lighting**: both the event mood lighting and the safety lighting. For mood, maybe colored LED lights; for safety, ensure staircases have white light. Possibly put a few floodlights on separate circuits that we can turn on at closing time or in emergency to fully light up the hall – test those.
- Bring in the **portable toilets** (these might be delivered on event day or one day before). Secure them from tipping (if windy, stake them or place on level ground). Stock them with extra toilet paper and hand sanitizer.
- Set up the **first aid station** with the kit and a sign, in a location that's accessible but out of high traffic (perhaps near the entrance or side of bar).
- Prepare **staff ID** (like wristbands or badges) and **guest wristbands/tickets** if using any. Also have a clicker for counting at door.
- Do a final **safety walkthrough** as a team: simulate it's event time, walk every route a guest might. Check for any protruding hazard, test that doors open easily, that signage is visible. Also imagine worst-case scenarios (if fire here, can everyone get out?) to double-check our measures. This is the time to catch any oversight.

- **Briefing and Drill:**

The day before or the day of the event (morning), conduct a full **staff briefing** on-site. Reiterate roles, run through the timeline. If feasible, do a short **evacuation drill** with staff: e.g., ring an alarm sound and have them practice guiding pretend guests out. This helps reinforce training and reveal any confusion to fix now. Make sure everyone knows how to use a fire extinguisher (we can even do a quick demo outside if we have a spare unit, though not always possible).

Event Day: Execution

- **Pre-Event Checklist:**

A few hours before doors open, go through a checklist. For example:

“Exit signs illuminated? – Yes.

Fire extinguishers in place? – Yes.

Toilets clean and unlocked? – Yes.

Power on and stable? – Yes.

Music sound-check done? – Yes.

Lighting aimed correctly? – Yes.

Security team on-site and briefed? – Yes.

Volunteers all present and in position? – Yes.

Permits posted at entrance? – Yes.”

We will use a printed list to not forget anything in the pre-event rush.

- **Doors Open and Event Runtime:**

As guests enter, enforce capacity and safety rules steadily. We’ll have a manager at the entrance initially to deal with any VIPs or press. Through the night, the Event Manager or safety officer will periodically do **patrols** focusing on safety: checking that exits are not blocked by a cluster of people, that no new hazard (like spilled drink causing slippery floor) is unattended, that electrical cords remain taped, etc.

They will be in communication with the security lead. We’ll maintain a **log book** to jot any incidents (like “22:30 – small fight broke out, security ejected person”, “23:00 – power tripped on phase 2, reset breaker successfully”) because this can be useful for learning and also for any reports we might need to make to authorities or insurance.

- **Closing Protocol:**

Announce last call (if bar) and then music off at planned end time (or earlier if required by permit). Gently turn lights brighter to signal people to leave. Security and staff will guide stragglers out politely.

We plan to have at least two staff remain until the very end to do a **final sweep**: checking bathrooms for anyone left behind, checking corners (no one asleep or hiding), etc. Once clear, we'll secure the building (close doors, maybe lock if we have the key or hand back to site manager).

- **Post-Event Cleanup:**

Immediately after the event (or next morning if very late end), gather all trash into bags, do an initial cleaning so the site isn't left gross (especially since construction workers might come in the morning!).

Remove any valuable equipment for overnight safety, or have someone stay if gear remains. Also, note any damages or issues that occurred. If something significant happened (like a guest injury or property damage), document it with photos and an incident report to be used for insurance or authorities as needed.

- **Debrief and Improvements:**

Within a day or two, hold a team debrief. What went well? What problems arose? For example, perhaps we noticed the basement got too crowded or some exit sign fell down.

Use this to improve before the next event. Communicate with the Bauaufsicht or Ordnungsamt if required – sometimes a temporary permit might ask for a report after the first event. Definitely, if there was any fire department response or police call, follow up with them transparently to maintain trust and address concerns.

Ongoing (For a Multi-Month Series):


For subsequent events, repeat relevant parts of this cycle. Keep permits renewed if necessary (e.g., Gestattung for each date), maintain equipment (recharge fire extinguishers if used, restock first aid, etc.), and continuously engage with neighbors – if they complained about noise, maybe send them apologies and how we'll do better or even invite them to a calmer event to build goodwill. Also, keep the building owner updated and happy – fix any minor damages we caused, and maybe offer them event tickets as a courtesy.

Finally, document everything in a **master binder** (permits, safety plan, contacts) that is accessible on-site each event. This helps if a new staff member comes in or if an inspector arrives – we can quickly show all compliance documents.

By following this timeline and action plan, we cover all bases methodically: we get the **paperwork** in order early, then focus on the **physical setup and training**, and then execute the event with a prepared team. This approach should make our first event a safe success and lay the groundwork for the remaining temporary use period.

Key Contacts, Resources, and References



This section lists important agencies, consultants, and information sources that we will utilize throughout the project. It also serves as a quick reference directory if issues arise:

- **Bezirksamt Treptow-Köpenick – Bau- und Wohnungsaufsicht (Building Authority):** Rudower Chaussee 4, 12489 Berlin. Tel: (030) 90297-2450, Email: bauaufsicht@ba-tk.berlin.de ([Fachbereich Bau- und Wohnungsaufsicht - Berlin.de](#)). (Contact: Herr/Frau , who we met on). They handle the temporary use permit and any building code compliance questions.
- **Ordnungsamt Treptow-Köpenick – Gewerbe/Veranstaltungen:** Salvador-Allende-Str. 80A, 12559 Berlin. Email: ordnungsamt@ba-tk.berlin.de, Tel: (030) 90297-4629 ([Gaststättengewerbe - Gestattung aus besonderem Anlass beantragen - Dienstleistungen - Service Berlin - Berlin.de](#)). Specifically for **Gestattung (Liquor license)** and general event oversight. (Our application ref:). Officer is our point of contact for the permit. Also coordinates on noise enforcement (with Umweltamt).
- **Umwelt- und Naturschutzamt Treptow-Köpenick (Environmental Authority):** (Same address as Ordnungsamt or reachable via the Ordnungsamt). They handle **noise exemptions** under LImSchG Bln. We liaised with Dr. regarding nighttime noise.
- **Berlin Fire Brigade – Prävention (Fire Safety Inspection):** For consulting on fire safety, possibly contact via the official channel (phone 112 asks for fire prevention division). We engaged Brandoberinspektor who reviewed our escape routes. In case of emergency during event: Fire Station closest to  (perhaps Feuerwache Treptow) is aware of our event.
- **Berlin Police – Abschnitt 64 (or appropriate precinct for Oberschönevide):** We notified Polizei Abschnitt . Emergency dial is 110 as always, but we have the non-emergency station number handy (030-4664-). They appreciated our notice about event dates. If needed, they can be quickly on scene for any security issue.

- **Insurance Provider:** . Policy No. for Veranstalter-Haftpflicht. 24/7 Claim hotline: . (Covers up to €5M liability). Our broker is <Name, Contact>. We must inform them within X hours if an incident likely to result in claim occurs.
- **Security Company:** , Meister für Schutz und Sicherheit: <Contact Name, mobile number>. Contracted to provide 5 guards on [event dates] from 20:00 to 04:00. Any last-minute changes or reinforcements can be requested via . They hold keys to certain barriers if any and have a copy of our safety plan.
- **Medics / First Aid:** If we have arrangement with say **Malteser Hilfsdienst**, their on-site team lead can be reached at . Nearest hospital: Vivantes Klinikum im Friedrichshain, Landsberger Allee (just in case of self-transport). We have directions printed.
- **Toilet Rental:** . They will deliver 6 portable toilets + 1 handicap unit on AM. Contact driver at an hour before for precise placement. Pickup scheduled for after events. If emergency servicing is needed, 24h number .
- **Electrical/AV Equipment Provider:** . Tech Support: <Name, mobile> on call during event if a major equipment failure. They provided our PA, mixers, and some lighting. We also rented a power distribution box from them. Spare fuses with .
- **Structural Engineer:** , of . Phone . He provided the structural certificate dated . We can call him if any new structural concern appears (like a crack or so during the event, though unlikely).
- **Fire Safety Supplies:** We got extinguishers from (all with DIN/EN3 certification). If one is used, we can get refill/exchange from them next day. Also flame-proofing chemicals purchased via .
- **Clubcommission Berlin / Safer Nightlife Resources:** We consulted the **Clubcommission's Saferave guide** for best practices on event safety (they provide a Glossary ([Glossar – Saferave](#)) ([Glossar – Saferave](#)) and tips which we followed, e.g., regarding Gestattung ([Glossar – Saferave](#)) and hearing protection). Their website (saferave.clubcommission.de) is a good reference for harm

reduction. If needed, they could offer advice on liaising with authorities or medics; we have their contact if any last-minute issues with permits arise, since they advocate for clubs in Berlin.

- **GEMA:** GEMA Berlin Regional Office, Tel: (030) 58858-999. We submitted our event music usage to GEMA under account . Mr. at GEMA can verify our license if questioned. Receipt of payment is in the permit binder. Public events with music must be licensed ([Glossar – Saferave](#)) – we complied to support the artists.
- **Legal References and Guidelines:** We referenced the **Landes-Immissionsschutzgesetz Berlin (LImSchG Bln)** for noise rules ([Lärmverursachung und Regeln](#)), the Berlin **Bauordnung & Versammlungsstätten** guidelines for temporary use ([Veranstaltungsraum; Anzeige einer vorübergehenden Verwendung – Bauaufsicht | Landratsamt Altötting](#)) ([Mehr als 200 Personen ohne Versammlungsstättenverordnung \(VStättV\)?](#)), and the **Service-Portal Berlin** for event-related permits (e.g. Serviceportal links for Veranstaltung ([Veranstaltung – Erlaubnis beantragen – Dienstleistungen – Service Berlin – Berlin.de](#)) and Gestattung ([Gaststättengewerbe – Gestattung aus besonderem Anlass beantragen – Dienstleistungen – Service Berlin – Berlin.de](#))). We keep printouts of### Conclusion and Next Steps

This detailed plan provides a roadmap to safely and legally operate the  interim venue for cultural events. By securing all necessary permits, adhering to Berlin's laws (from building codes to noise control ([Lärmverursachung und Regeln](#))), and implementing rigorous safety measures, the collective can confidently host exhibitions, concerts, and workshops that are memorable for attendees and uneventful in terms of accidents or violations. Key next steps include obtaining final approvals from authorities, conducting team trainings, and performing a trial run (perhaps a smaller "friends and family" event) to test our protocols. We will maintain open communication with local officials and neighbors throughout the usage period, demonstrating that temporary creative use can coexist with safety and public order. This thorough preparation not only minimizes risks but also sets a professional standard, paving the way for future projects. By following this plan step-by-step, the collective can transform the unfinished  space into a vibrant yet well-managed pop-up venue – turning constraints (no plumbing, construction setting) into an industrial-chic advantage

– and ultimately celebrate art and music in a truly unique environment, *safely and responsibly*.

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References (Berlin Regulations and Guidance):

We have based this plan on the relevant Berlin guidelines and legal requirements, including building authority provisions for temporary venue use ([Veranstaltungsraum; Anzeige einer vorübergehenden Verwendung – Bauaufsicht | Landratsamt Altötting](#)) ([Mehr als 200 Personen ohne Versammlungsstättenverordnung \(VStättV\)?](#)), fire safety and assembly regulations ([Versammlungsstättenverordnung – Außer Kraft seit 11.06.2004](#)) ([Rettungswege in der Veranstaltungsstätte – Sichere Schule](#)), Ordnungsamt event policies (Serviceportal Berlin) ([Gaststättengewerbe – Gestattung aus besonderem Anlass beantragen – Dienstleistungen – Service Berlin – Berlin.de](#)) ([Gaststättengewerbe – Gestattung aus besonderem Anlass beantragen – Dienstleistungen – Service Berlin – Berlin.de](#)), the Landes-Immissionsschutzgesetz for noise ([Lärmverursachung und Regeln](#)), and best-practice resources for event organizers ([Private Party oder öffentliche Veranstaltung | Infos & Tipps](#)) ([Glossar – Saferave](#)). Each measure in our plan is rooted in these requirements and recommendations, as cited throughout the document. This ensures that our approach is not only logically sound but also backed by established standards, giving confidence to both the authorities and our team that nothing critical has been overlooked.