

House Rules of bcc Berlin Congress Center

bcc Berliner Congress Center GmbH

1. These House Rules apply for the bcc Berliner Congress Center. They are binding for tenants, guests, clients and employees.
2. Tenants, guests, clients and employees are obliged to treat all the used rooms and objects carefully and to prevent them from damage as well as to be economical with energy and water.
3. The technical facilities may only be operated by persons authorized in this regard by the bcc Berliner Congress Center GmbH; the same applies for any kind of work on these facilities.
4. Smoking is only allowed in designated smoking areas. Smoking is not allowed in ballrooms or conference rooms.
5. Upon conclusion of an event or when the area of application of these House Rules is left, all keys received shall be handed back to the front office.
6. It is prohibited to leave furniture, packaging materials or other bulky objects in areas which have not been rented. It is furthermore prohibited to block escape route and fire extinguishers.
7. Damages to facilities, rooms, technical equipment or other objects must be reported as soon as Client becomes aware of any such damage.
8. It is prohibited to stick posters or other objects onto walls or to paint, spray or damage them in any other way.
9. Only persons expressly authorized to do so are allowed to enter rooms exclusively used by the bcc Berliner Congress Center GmbH.
10. Transports into the delivery area require permission, which the bcc Berliner Congress Center will not unreasonably withhold from Client.
11. To supply the catering units of the bcc Berliner Congress Center, a delivery/order note must be presented to an authorized staff member.
12. Bringing along domestic animals requires the consent of the bcc Berliner Congress Center GmbH. The use of seeing eye dogs/guide dogs for the blind is always permitted.
- ~~13. It is not allowed to take food or beverages into rooms not designated for this purpose; this especially applies for all conference rooms and ballrooms.~~
14. Noise levels shall be kept low volume; exceptions due to the nature of the event performed are settled separately.
15. In any event, the operation of electrical appliances or equipment shall require the consent of the bcc Berliner Congress Center GmbH. The bcc hereby approves the use of the exhibitor pods sent to the bcc on 24 March, 2008. The bcc also hereby approves all audio visual equipment that is ordered through the bcc.
16. Children and young persons under 16 years of age are only admitted to the bcc Berliner Congress Center when accompanied by a responsible person in charge.
17. In the case of an accident or sudden illness the front office (phone no.: 23806 555) must be informed immediately; the same applies when you notice a fire. In the case of fire, suitable fire-fighting measures shall be taken independently.
18. Lost property which is found must be deposited in the front office.

19. Criminal offences or the reasonable suspicion of a criminal offence must be reported to the front office. Any theft will be reported to the police.