



Open-Air Event Checklist 2.0

0. Hygiene

- Read local SARS-CoV-2 containment guidance (Berlin updates its Coronavirus [page](#) almost weekly)
- Read SARS-CoV-2 occupational safety standards (via [German Federal Ministry of Labour and Social Affairs](#))
- When choosing a location, ensure that there is enough space in relation to the expected number of guests (1.5 m distance rule)
 - Rule of thumb: 4 square meters per person (on dance floor/area)
 - Plan generous retreat/chill-out areas for resting
- If using additional indoor spaces (bathrooms, backstage, bar), ensure good airflow, especially for the employees
- Observe the distance rule, and if necessary, indicate or remind patrons through taping or marking off space with tape, chalk, or rope → 1.5m distance to the next person
- Ensure distance/shielding to/from the DJ, bar staff etc. In this case, work with plexiglass if possible (spitting protection)
- Ensure hygiene rules such as mask-wearing and maintaining distance in backstage, when building up and building down, as well as when doing artist-care
- Have water/disinfectant station in at least one place to facilitate handwashing
- Ensure documentation of those present (if necessary with a ticketing system, participant list or other system). Keep this documentation for at least 28 days.
- If the distance regulation cannot be adhered to, mask-wearing is mandatory
 - Keep extra masks available for participants (at least 1 per 10 persons)
- Provide awareness staff to ensure that distance rules or masks are observed (1 staff member per 15 guests)
- Keep a written copy of hygiene concept and guidelines on hand
- Make sure that the location is suitable to comply with hygiene and distance guidelines at the entrance, during both arrival and departure
- Distribute personalized/staggered time slots for entrance, to avoid large gatherings of people before the event
- Disinfect toilets regularly and ventilate them as often as possible
- Avoid direct contact between cloakroom/coat check staff and attendees
 - Wear protective mask
 - Avoid direct contact between garments
- More detailed information via [Arbeitsgruppe Veranstaltungssicherheit](#) (German)

I. Location and Permissions

- Haselhorst13 in Spandau is an open space for legal Free Open-Air events. You can contact the operators at <https://www.haselhorst13.de/> (registration required)
- Until 30 September, three Berlin districts (Marzahn-Hellersdorf, Pankow and Lichtenberg) are making

open and green spaces, streets and squares available for cultural events free of charge. There is a contact person for this in each district:

- Marzahn-Hellersdorf: still to be announced
- Lichtenberg
 - Mrs Koch // Tel: 030 5779738813 (Office hours: Wed: 10 -12) // Email: koch@kultur-in-lichtenberg.de
- Pankow
 - Mr. Lippuner // 030 902953850 // info@wabe.de
- Avoid "burnt" areas (places where there have been issues in the past)
 - e.g. Görlitzer Park, Mauerpark
 - No nature reserves, forest or woodland
 - Pay attention to residential buildings, and plan to distance as far away as possible from the nearest residents (-> see also soundsystem orientation)
- Observe the land use plan (Flächennutzungsplan)
 - Note different decibel limits for day and night
 - Berlin zoning plan under: [Geoportal Berlin](#)
- Clarify ownership and make a corresponding agreement with the owner:
 - Private: work directly with owner
 - Public: contact the responsible Straßen- und Grünflächenamt (Office for streets and green space)
 - Mixed (e.g. in the case of DB-sites or federal land managed by the BIMA)
- For the necessary special-use application in accordance with § 11.2 BerlStrG, make sure that the area is not heavily trafficked. This increases the probability of approval (e.g. in an industrial area)
- Apply for a [permit or exemption from noise regulations](#)
- Consider frequency of events on selected area (e.g., ensure regeneration time of green space)
- In the case of enclosed locations (e.g. fenced areas), a separate security concept with escape and rescue routes may be required.
- Site inspections before and after the event
 - If necessary, plan additional clean-up activities if it is already too dark during event breakdown
 - Document the conditions of the area before/after the event (photo)
- Avoid damage and destruction of plants

II. Event Promotion and Invitations

- Strengthen awareness and sense of community
 - Participants are not consumers, but producers who contribute to the success of the event
- Request that participants move quietly and considerately on the paths
 - Increase participants' sense of shared responsibility
 - Protect local residents
- *Important: Organizers are responsible for adhering to Coronavirus-related gathering limits and must stop the event if there is overcrowding.*
- Mention in invitation that event should be forwarded RESPONSIBLY
 - Just friends
 - No forwarding to large, uncontrollable platforms
 - If using Facebook, create closed events

- Admin should have complete control over logins
- Use alternative methods for invitation mailing lists
 - SMS/Telegram/Signal/Whatsapp
 - E-mail
 - Mailbox announcements
- Use removable materials such as stencils or signs on the floor for wayfinding
 - Do not stick with glue, but with removable adhesive tape
 - Floor stencils with detachable biodegradable colour

III. Advance planning and communication with authorities

- Determine responsible persons and contact persons for authorities and complaints
 - Good negotiating skills can be crucial
 - Sobriety and a cool head is a must
- Keep a contact list of event team, DJs, and other key participants with the responsible person
 - Define clear responsibilities
- Communicate the production plan to the team
 - pickup of equipment, decoration and further transportation
 - Setup
 - Soundcheck/Level adjustment
 - DJ Timetable
 - Bar planning
 - Break-down/Dismantling
- Residents within a radius of 250 to 500 m around the venue should be informed at least one week before the event. (Usual means include notices on doors, stating the date, place, time and a telephone number on which the event management can be reached at all times.)
- Keep mobile phone ready in case of concerns or complaints from residents

IV. Noise and Sound

- Level the system if possible
 - Comply with permissible dB limits (see last page for more)
 - Keeping measurement records at fixed measuring points
- Pay attention to positioning of the soundsystem
 - Keep the residential buildings in mind
 - Direct sound system at the dance floor instead of surroundings
- Keep the system size appropriate for the space
- Avoid noise also on entry/exit routes and in the vicinity of the event
 - If necessary, strategically place reminder cues or event team members to manage noise levels
 - If needed, plan access routes to detour around residential buildings

V. Safety, Fire Protection, Evacuation



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- Provide clearly-marked escape routes that are visible in light and dark conditions (use signs, signposts, and lights)
- Take fire protection measures
 - Check forest fire level (1-2 ok, 3-5 high danger) - see under this [link](#)
 - Keep fire extinguisher(s) ready
 - Keep flammable material clear of trees and bushes (e.g. power generators)
- Pre-plan emergency procedures
 - Keep first aid kit(s) and safety vests onsite
 - Specify who will administer first aid
 - Identify volunteer marshals in advance, in case of emergency
- Secure any possible dangers on the premises
- Always double secure fastenings for decoration
 - especially disco balls and other suspended objects

VI. Technical Logistics

- Provide a tub(sheet metal/plastic) for the power generator or at least absorbent material (fire protection B1)
- Power generator must cover requirements of the soundsystem
 - Determine the kW output of the soundsystem
- Organize backup lighting sources not dependent on generator power
 - Flashlights
 - Path and emergency lighting
- Optimal case: Create two independent circuits for lighting and soundsystem (2 separate units)
- Provide sufficient light sources for dismantling and cleaning up at night

VII. Trash and Waste

- Provide sufficient trash cans, garbage bags and ashtrays (e.g. empty film cans)
 - Tie waste sacks to trees
 - Take advantage of sponsorship offerings for pocket ashtrays, (reusable/unbreakable) cups and waste bags
- Use signs and creative reminders to incentivize cleanup and leave-no-trace:
 - Free beer for full waste bags
 - Lower the volume, bringing it back up the cleaner the space gets
 - Prepare Cleanup songs for motivation
- Consider zero-waste practices for cups and bottles
 - Reusable cups and containers
- Avoid confetti and glitter

VIII. Toilets

- Arrange (mobile) toilets for participants with > 1000 guests
- Ask neighbouring restaurateurs about toilet use



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- If necessary, offer 50 EUR as organizer
- Discourage 'wild peeing'/public urination through signs/volunteers
- Unisex urinals or mobile urinals can also be used by more event-goers through Urinella (or other similar disposable female urination devices)

IX. Bar

- Forgo alcohol sales for a donation-based system instead—a low-key bar presence is advised.
- Use ice and insulated containers instead of refrigerators to avoid potentially toxic coolant spills or leaks

X. Pfand (Bottle Deposit)

- Arrange runners for regular bottle and glass-shard collection
- Work together with bottle collectors
 - [Pfand Gehört Daneben](#): set deposit-eligible bottles next to trash containers, not inside them, to make the job of bottle collectors easier and safer
 - Post event at pfandgeben.de
 - See also www.kiez-toolbox.de/pfand
 - Set up sufficient deposit boxes, thinking of participants who bring their own drinks

XI. Decoration

- Use fastening solutions that do not damage or leave residue
 - e.g. instead of nails, use ratchets, cable ties or similar.
- Keep stock lists (inventory) before and after, to ensure everything is collected

Keep your eyes and ears open for new ideas and suggestions, and share them with your co-organizers and colleagues. Continuing to improve Open-Air practices will ensure smoother events—meaning participants and organizers, but also authorities and local residents, will have a more enjoyable experience.

Have further suggestions, critiques, missing something, or want to receive our newsletter? You can reach us at: freepopenair@clubcommission.de



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Sound measurement: Reporting Maximum Levels

(source: [Berlin.de Gesetze: Veranstaltungslärm-Verordnung](#))

I. Maximum permissible levels

| Gebiet nach Bebauungsplan | Tags (Tagzeit: 6:00 – 22:00 Uhr) | | Nachts (Nachtzeit: 22:00 – 6:00 Uhr) | |
|--|-------------------------------------|-----------------------|---|-----------------------|
| | Beurteilungs- pegel | Kurzzeitige Spitze | Beurteilungs- pegel | Kurzzeitige Spitze |
| Industriegebiet | 70 dB(A) | 100 dB(A) | 70 dB(A) | 90 dB(A) |
| Gewerbegebiet | 65 dB(A) | 95 dB(A) | 50 dB(A) | 70 dB(A) |
| Kerngebiet, Dorfgebiet, Mischgebiet | 60 dB(A) | 90 dB(A) | 45 dB(A) | 65 dB(A) |
| Allgemeines Wohngebiet, Kleinsiedlungsgebiet | 55 dB(A) | 85 dB(A) | 40 dB(A) | 60 dB(A) |
| Reines Wohngebiet | 50 dB(A) | 80 dB(A) | 35 dB(A) | 55 dB(A) |
| Kurgebiete für Krankenhäuser und Pflegeanstalten | 45 dB(A) | 75 dB(A) | 35 dB(A) | 55 dB(A) |

[Check the classification for your event location on [Geoportal Berlin](#)]

II. Further limits in higher-sensitivity periods

| Tag | Uhrzeit | Zuschlag |
|-------------------|-------------------|----------|
| Werktag | 6:00 – 7:00 Uhr | 6 dB |
| | 20:00 – 22:00 Uhr | 6 dB |
| Sonn und Feiertag | 6:00 – 9:00 Uhr | 6 dB |
| | 13:00 – 15:00 Uhr | 6 dB |
| | 20:00 – 22:00 Uhr | 6 dB |

III. Further limits based on emission type

| Eigenschaft der Immission | Zuschlag |
|---|----------|
| Ton- und Informationshaltigkeit: (z.B. Gesang) | 3 dB |
| Treten während bestimmter Teilzeiten Geräusche hörbar hervor oder ist das Geräusch informationshaltig, so ist für diese Teilzeit ein Zuschlag anzusetzen. Die Höhe des Zuschlags richtet sich nach der Auffälligkeit. | 6 dB |

Sound and information content (e.g. singing, chanting, speaking): If, during certain periods, noise is more audible or if the noise contains information, an additional reduction to the permissible level is to be applied for this period. The amount of the further limit depends on the conspicuousness of the voice/information.

IV. Where are these levels measured?

- 0.5 m in front of an open window at the place of **immission** (place on which the disturbance acts = primarily nearby residents)

V. What must a measurement report contain?

- Organizer
- Author of the measurement report with name and signature
- Date and event venue



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- Rating level of LpA (average sound level) and peak sound pressure level (LCpeak) of all rating times
- Start and end of measurement
- Measuring instruments used
- Type and arrangement of amplification system used
- Relevant place of immission (e.g. nearby residential building)
- Name of the event
- Start and end of the event