



TRANSFER OF OPERATOR RESPONSIBILITY TO LESSEE'S EVENT MANAGER

1. Appointment of event manager:

Name of event

Date of event

Location of event (hall)

Lessee/contracting partner

Lessee's event manager

Surname

First name

Mobile number

Please complete the attached form and return it to Renate Weiß no later than 4 weeks before the relevant event, either by **fax** (+49-8141-6665-333) or by **email** (weiss@fuerstenfeld.de).

2. Transfer of operator responsibility on premise:

The following section is to be completed on premise when transferring responsibility to the lessee's event manager.

I have read and understood the information sheet on the tasks and responsibilities of the event manager. All rooms and spaces, technical equipment and installations were in perfect working order at the time of transferring responsibility in accordance with the Versammlungsstätten-Verordnung (Regulations on Places of Assembly). The event manager hereby accepts sole responsibility for the tasks stated below until the official return of the event premises to the managing director.

Date

Time

Signature Lessee's event manager

Date

Time

Signature Lessee's Managing director Veranstaltungsfürstenfeld