

Questionnaire for events in the state capital Düsseldorf

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DÜSSELDORF
Tourismus



Landeshauptstadt
Düsseldorf

Additional details should be provided on a separate sheet.

1. General information

Event		Date	
Event period from	to	Build-up/breakdown (date, times) from	to
Event organiser (name, company, association)		Event manager	
Street	Postcode	Town	
Telephone/Mobile		E-mail	

2. Description of planned event

<input type="checkbox"/> Concert	<input type="checkbox"/> Festival	<input type="checkbox"/> Sport event	<input type="checkbox"/> Street festival
<input type="checkbox"/> Market	<input type="checkbox"/> Religious event	<input type="checkbox"/> Cultural event	<input type="checkbox"/> Traditional parade
<input type="checkbox"/> Funfair/Sharpshooters' Festival	<input type="checkbox"/> Other event	Name of event	
Food catering	<input type="checkbox"/> Yes <input type="checkbox"/> No	Provision of alcoholic drinks	<input type="checkbox"/> Yes <input type="checkbox"/> No
Musical performances	<input type="checkbox"/> Yes <input type="checkbox"/> No	Music genre/type of music; where appropriate top acts on stage/Description	
Sound/music reproduction	<input type="checkbox"/> Yes <input type="checkbox"/> No	Access controls	<input type="checkbox"/> Yes <input type="checkbox"/> No
Admission free of charge	<input type="checkbox"/> Yes <input type="checkbox"/> No	Name of steward/security service	
Stewards/security service	<input type="checkbox"/> Yes <input type="checkbox"/> No	Manager of steward service	

3. Details of event venue

3.1 Event venue wanted – requirements for the necessary space(s)

Area max.	min	Setting (field, street, etc.)
Infrastructure (electricity, water, sewage, waste disposal)		

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3. Details of event venue (continued)

3.2 Event venue already known

- | | | | |
|-----------------------------------|---------------------------------------|---|--------------------------------------|
| <input type="checkbox"/> Outdoors | <input type="checkbox"/> Public space | <input type="checkbox"/> Private space | <input type="checkbox"/> Street area |
| | <input type="checkbox"/> Fenced | <input type="checkbox"/> Natural boundaries | <input type="checkbox"/> Car park |
| | <input type="checkbox"/> Pathway | <input type="checkbox"/> Green space | <input type="checkbox"/> Other space |

Designation/street names of areas

- In a building Change of use

3.3 Area of event space

Total event area (in sqm)

Area for structures
(stage, stalls, toilets, logistics areas, seating) (in sqm)

Area accessible for visitors (in sqm)

4. Details of build-up/temporary structures

- | | |
|---|--|
| <input type="checkbox"/> Carnival rides/marquees/grandstands/LED walls/etc. | <input type="checkbox"/> Stages (raised floor height greater than 1.5 m, > 100 m ² or higher than 5 m inclusive of roofing) |
| <input type="checkbox"/> Scenery backdrops (other physical structures) | <input type="checkbox"/> Access points/entry turnstiles |

Description

In case a public thoroughfare is being used, please attach scale drawings.

5. Details of participants/visitors

Expected number of participants and visitors during event period

Participants/visitors per day

of whom in attendance at any one time

Empirical figures –
Number of visitors in previous years

Visitors will predominantly be

- | | | | |
|-----------------------------------|---|---------------------------------------|---------------------------------|
| <input type="checkbox"/> Families | <input type="checkbox"/> Teenagers | <input type="checkbox"/> Young adults | <input type="checkbox"/> Adults |
| <input type="checkbox"/> Seniors | <input type="checkbox"/> Mixed audience | <input type="checkbox"/> Fans/Other | |

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6. Details of traffic situation

Roadblocks required Yes No

If so, which streets/sections

Disruption to/integration of public transport Yes No

Description of how visitors will get to venue (parking, public transport, shuttle service)

7. Special risks

Open flames (e.g. charcoal grill, braziers) Yes No

Liquefied gas (e.g. grill stalls, patio heaters) Yes No

Pyrotechnics (e.g. fireworks, stage effects) Yes No

Animals in the event

Other risks/special features

Additional details should be provided on a separate sheet.

8. Waste avoidance, waste disposal, cleaning

The municipal waste disposal by-law states that food and drink served at events on public land must be served in reusable containers to avoid waste.

Drinks will be dispensed in reusable containers Yes No

Description

Food will be served in reusable containers Yes No

Description

An exception is necessary for the following reason:

Description

For the collection of waste, waste containers will be installed and emptied by

Company

Waste from catering businesses (outside the public area) will be separated into:

- cardboard/paper glass lightweight packaging
 food waste other waste

The event space and the immediate vicinity will be cleaned during and after the event by

Company