

FIRE SAFETY RULES APPLICABLE TO SPECIAL EVENTS HELD

1. The floor layout plans drafted for special events to be held at the Károlyi-Csekonics Palace, operated by the Károli Gáspár University of the Reformed Church in Hungary, need to be presented to the Fire Safety Officer, with an approval to be obtained.
2. The technical documentation of the special event must be submitted to the Facility Manager and to the Fire Safety Officer, with an approval to be obtained.
3. The detailed and governing rules of the "Fire Safety and Occupational Safety Policy" issued by the Károli Gáspár University of the Reformed Church in Hungary, and published at the University's website (<http://www.kre.hu/portal/index.php/home/szabalyzatok.html>) must be understood and fully complied with.
4. All decoration material (e.g. cane, textile, paper, wood, etc.) to be used, must be made flame retardant, via the applicable treatment, prior to be put into use. Any floor carpet planned to be used must have a fire safety certificate and rating, which complies with the relevant and governing regulations.
5. It is forbidden to process any raw material at the Site, or to cut them into custom sizes, or do any planing, sanding or varnishing.
6. Smoking is prohibited at the Site.
7. All cases of fire must be reported, even if it was extinguished.
8. The Fire Brigade emergency number must be displayed, at a well visible place.
9. It is forbidden to block or cover the built-in fire alarm systems/fire extinguisher equipment (sensors, alarms, etc.)
10. It is forbidden to use any food heater devices at the special events, operating with an open flame.
11. It is forbidden to use candles at the special events.
12. It is forbidden to use any electric equipment, which is defaulted or broken. When an electric equipment gets overheated, it must be switched off, together with the related items using the power supply.
13. All electric equipment, tools and appliances (coffee machine, heater, etc.) shall solely be used when under supervision. If they are no longer needed, they must be switched off, and when the demolition work starts at the end of the special event, they need to be unplugged from the electric supply.
14. Any electric equipment shall solely be used with an insulator pad made of non-flammable fabric.
15. Any lighting equipment and tools must be placed and used in a way to avoid them causing fire.
16. During the construction, operational and demolition work phases of any special event, it must be ensured that the fire extinguisher equipment, the hydrants, and all other equipment needed to extinguish fire is suitable for use, and can be approached. The routes leading to such equipment must be kept unblocked at all times, and they shall not be blocked or narrowed down, even for a temporary time period.
17. The fire safety equipment and tools shall not be used for any reason other than their intended use.
18. Gas tanks may solely be carried into the premises and used at the Site, subject to a permission granted by the Károli Gáspár University of the Reformed Church in Hungary. If any gas tank is planned to be carried into the area, it must be reported in writing to the Fire Safety Officer.
19. All waste generated at the Site of the special event, during the course of activities, and the empties must be removed, on-going from the Site.