

**House of Music Hungary Public Benefit Nonprofit
Limited Liability Institution**

TECHNICAL REGULATIONS

Valid from: 20 February 2026

The House of Music Hungary Public Benefit Nonprofit Limited Liability Institution issues the following Technical Regulations (hereinafter: Regulations) in order to define the rules and conditions of technical work processes related to the hosting of events and programs held at the institution.

GENERAL PROVISIONS

1. Abbreviations and definitions used in the Regulations

Managing Director: Managing Director of the House of Music Hungary;
Institution Director: Director of the House of Music Hungary;
Production Manager: a production manager appointed by the House of Music Hungary for the given event or a person assigned to perform production management tasks.

2. Purpose of the Regulations

The purpose of these Regulations is to define, in accordance with applicable laws, the order and conditions of specific technical work processes related to the operation of the House of Music Hungary Public Benefit Nonprofit Limited Liability Institution (hereinafter: the Institution, MZH, or House of Music Hungary).

3. Scope of the Regulations with respect to staff

These Regulations apply to:

- all employees of the Institution and trainees carrying out internships at the Institution (hereinafter collectively: **Employees**),
- contractors, entrepreneurs, and other third parties involved in the affected work processes under civil law agreements (hereinafter collectively: **Contractors**), including their employees, staff, subcontractors, assistants, and contributors,
- performers and contributors participating in musical, dance, music education, theatrical, and other cultural events (hereinafter: **Events**) held within the House of Music Hungary building or on its outdoor stage under contracts concluded with the Institution as their client (hereinafter: **Performers**), including their representatives, employees, subcontractors, assistants, and contributors, and
- persons renting premises of the House of Music Hungary for any type of event (hereinafter: **Events**) (hereinafter: **Tenants**), including their representatives, employees, subcontractors, assistants, and contributors.

In these Regulations, Performers and Tenants are collectively referred to as: **Partners**.

4. Material scope of the Regulations

The Regulations apply to technical work processes related to the implementation of Events held at the House of Music Hungary, including in particular:

- handling and storage of objects
- electrical power supply and usage
- fire and occupational safety
- protection of floor coverings and load capacity
- suspension of installations
- use of the concert hall “T-Truss”
- use of ground-level fixing points in the concert hall
- movement of auditorium and stage elements

5. Temporal scope of the Regulations

The provisions of these Regulations shall apply from their entry into force. These Regulations remain valid until withdrawn or invalidated.

GENERAL RULES OF TECHNICAL WORK

I. General principles

- Work processes must be planned, prepared, and executed in such a way that they do not pose a danger or harm to workers or persons within the scope of the work, and do not cause damage, deterioration or injury to the building or objects within it.
- Protection of outdoor and indoor terrazzo and parquet flooring must be ensured such that installed equipment (e.g., stage, LED wall, aluminum structures) does not cause damage or deterioration. Installed equipment must not come into direct contact with the floor. Minimum protection requirements: 2 mm thick rubber (Grabo) mat or at least 1.5 cm thick foam layer, which must be provided by the Partner or their subcontractor.
- Only electrical equipment with a valid safety inspection certification may be installed and used in MZH in compliance with applicable professional and legal regulations.
- Connection to the electrical network is only permitted at designated points and in accordance with previously submitted power requirements.
- All persons present at the House of Music Hungary must comply with fire safety and occupational safety regulations, as well as the house rules.
- Activities involving high noise or dust levels may only be carried out outside opening hours or with prior approval.

II. Handling and storage of objects

- Only freight elevators may be used for transport.
- Freight elevators must be protected (floor and walls) with at least 1 cm thick padding.
- Transport of objects is only permitted using rubber-wheeled carts.
- Containers, crates, and other items must be placed on rubber mats.

- The floor area under cable reels must be covered with a rubber mat or light grey felt (at least 1.5 m wide).
- Pallet jacks are not allowed in the concert hall, auditorium, or on terrazzo surfaces (e.g., the foyer).
- Metal objects must not come into contact with parquet or terrazzo surfaces.

III. Electrical power supply and usage

- Power requirements for the concert hall and auditorium must be submitted at least 10 days before the event (including detailed layout plans) to the production manager by the Partner or their subcontractor. Based on this, MZH designates the connection points, which must be strictly complied with.
- Cables, extension cords, distributors, cable reels, and cable covers must be provided and installed by the Partner or their subcontractor. MZH does not provide these.
- Connection to MZH electrical circuits is only permitted under the supervision and approval of MZH technical staff.
- Maximum load per floor socket in the foyer: 2500 watts.
- For the power supply to the outdoor stage, a PowerCon connector is required, which MZH does not provide.

IV. Fire and occupational safety

- The use of cable lubricants and other flammable or explosive materials is prohibited inside the building.
- Construction areas must be cordoned off.
- Personnel lifts in the building may only be used with prior approval and according to a handover procedure conducted by an authorised MZH staff member.
- Visual effects involving heat or smoke/fog may only be used in accordance with fire safety regulations and with prior written approval.
- No dedicated suspension points are installed in the building; any suspension needs require prior approval from MZH operations.
- Fire safety equipment (e.g., emergency lighting, detectors) must not be disabled or covered.
- **Emergency exits must not be blocked or obstructed, even temporarily.**

V. Protection of surfaces and load capacity

- Covering or decorating walls, glass surfaces, ceilings, doors, etc., is only allowed using methods approved in advance by MZH operations. The technology used must not cause damage or pose a danger. Static cling film is recommended for glass decoration.
- **It is prohibited to apply tape to terrazzo surfaces (e.g., foyer, public areas) with any form of adhesive tape.**

- **It is prohibited to apply tape or double-sided tape to parquet surfaces (in the concert hall, auditorium).**
- Only the stage and mobile stage elements in the concert hall may be taped with high-quality marking tape and/or Grabo tape. Tape must be removed after the event or daily for multi-day events.
- The load-bearing capacity of ceilings must not exceed the specified limits:

6. DESIGN LOADS AND EFFECTS

During the design, the following permanent self-weight loads shall be considered:

- of the structural layers, including the associated weight of the structures: 3.00 kN/m²
- of the walls, applied as a uniform line load of 2.00 kN/m²: 16.00 kN/m²
- of the parts of the soil cover above the ground surface at the location corresponding to the garden: 18.00 kN/m³
- of water in reservoirs,

the following loads specified in the standard, and loads specified in the design program, shall be considered

- for floor areas suitable for occupancy: 1.50 kN/m²
- for exhibition areas, reception areas, lobbies, corridors, kitchens, dining rooms, storage rooms, archives: 5.00 kN/m²
- for retail areas, market halls: 3.00 kN/m²
- for social facilities, lounges: 2.00 kN/m²
- for non-accessible storey areas: 0.40 kN/m²
- for industrial areas, industrial outdoor areas (specific industrial equipment shall be considered separately during the design) 8.00 kN/m²
- for workshop floor areas with hydraulic jacks, and machine tools: 8.00 kN/m²
- for suspended industrial catwalks: 1.00 kN/m²
- for additional suspended industrial catwalks in hangars: 2.00 kN/m²
- for crane runway beams complying with EUROCODE G (for spans between 30 kN and 60 kN), as a uniform line load: 8.00 kN/m²

For accidental loads, the standard weather loads shall be considered: snow load, wind load, loads resulting from water, ice load, as well as seismic load.

- Load-bearing capacity of parquet flooring: max. 100 kg/m²
- Point load:

Load-bearing capacity of raised flooring (in the permanent and temporary exhibition areas):

- 250 kg/m²

VI. Suspension of installations (installations, banners, tarpaulins, etc.)

No dedicated suspension points are installed in the House of Music Hungary for banners, tarpaulins, installations, etc., with the exception of the T-Truss system installed in the Concert Hall.

If there is a need to attach installation elements to the ceiling or other structural elements of the building, this is always subject to an approval process.

For approval (in general), the applicant must submit the following documents to the MZH production manager:

All installations consist of two parts. Hereinafter, the decoration itself (which is suspended) is defined as the **element**, while the device used for suspension is defined as the **suspension structure**.

Master plan documentation

- **Layout plan (1:50):** based on the floor plan of the House of Music Hungary, with the installation drawn to scale
- **Section view (1:50):** cross-section of the given location, showing the exact hanging depth to scale
- **Element plan (1:20):** top-down technical drawing of the suspended element, indicating connection points to the suspension structure
- **Element elevation (1:20):** technical drawings showing a horizontal side-view of the element from all relevant sides
- **Detailed drawings (1:5), 2 pcs:** these must be labeled with material specifications:
 - connection between building structure and suspension structure
 - connection between suspension structure and suspended element
- **Detailed bill of materials:** including colours, dimensions, quantities and manufacturers
- **Visual design:** integrated into a site photo or modeled, to the correct scale
- **Technical description:** including implementation schedule, logistics plan (transport routes, protective coverings), and waste management solutions
- **Structural engineering description:** including sizing, structural calculations with appropriate load schemes and safety factors
- **Duration of installation**

Attachments are only permitted to the load-bearing structural elements of the building.

It is important that all plans are to scale, legible, properly drafted, technically accurate, labeled, and dimensioned.

The use of fixing and/or suspension points of MZH's own installations is only possible through the current executor of the artistic concept, for an additional fee, and subject to prior written approval from the installation's curator, as well as with the submission of documentation in accordance with the suspension requirements described in Section VI.

If mechanical or electrical equipment (e.g., string lights, etc.) is part of the installation, additional specialist plans are required.

Installations involving dynamic loads, heavy items, large elements, significant hanging depth, or complex structures require detailed structural calculations, expert opinions, and structural execution documentation.

Deadline:

The approval process must be initiated as early as possible. All required documents must be submitted (in full) at least two weeks prior to installation.

VII. User guide for the Concert Hall “T-Truss”

Components of the suspension system

The suspension system consists of three different parts, each containing multiple elements.

- One part is the certified HILTI anchor system, with support brackets affixed to the ceiling. Seven such brackets have been installed and remain permanently fixed to the ceiling. These brackets terminate in base plates slightly above the level of the suspended (leaf-patterned) ceiling.
- Detachable extensions of the ceiling supports can be attached to these base plates, which extend down to the upper level of the truss grid. These form the second part of the system.
- The third part is the truss support grid itself, which can be mounted onto the ceiling supports.

Technical specifications

- **Usable dynamic load capacity of the support:** 2.5 kN (250 kg) per ceiling support
- **Usable static load capacity of the support:** 10 kN (1000 kg) per ceiling support
- The load capacity of the truss grid can be found in the attached manufacturer’s catalogue
- **Anchor rod used:** HILTI HIT-Z-M12x155
- **Adhesive mortar:** HILTI HIT-HY 200-A V3 500/2
- **Diameter of ceiling drill holes:** $d = 14 \text{ mm}$
- **Maximum load capacity of anchor rod:** 32 kN per piece

The truss grid is suitable for withstanding a tenfold nominal dynamic load resulting from a fall, as required by relevant standards.

If the support is subjected to major dynamic load due to a fall, the entire support system must be inspected. Further use is only permitted after inspection and confirmation of faultless condition.

Structural calculation

The structural data of the truss system are included in the attached catalogue. This calculation serves to verify the load-bearing capacity of the ceiling supports.

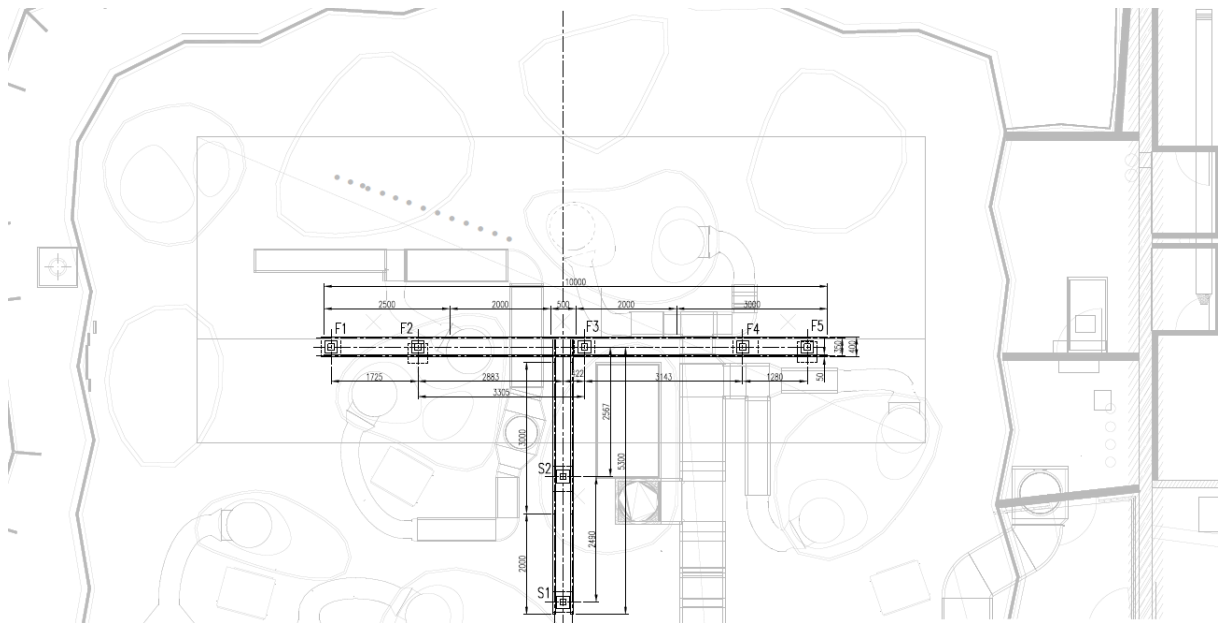
The calculation was performed using the **Autodesk Inventor** finite element analysis system.

Loads taken into consideration:

- Vertical load: 25 kN
- Horizontal load: 1.2 kN

User Guide:

1. Positioning of the suspension system and the F1–F5 and S1–S2 brackets.



2. The suspension system may only be loaded at the designated points and with the specified weights according to the following guidelines; any deviation is strictly prohibited. The guidelines specify different values for static and dynamic loads.

Examples of permissible installation of the trusses:

Uniformly distributed load in the indicated points: stat/din max. 1000kg/250kg per point

Uniformly distributed load in the indicated points: stat/din max. 1000kg/250kg per point


Uniformly distributed load in the indicated points: stat/din max. 500kg/125kg per point

Uniformly distributed load: stat/din max. 315kg/m / 80kg/m

The tension in the main chords of the trusses must be carried by two opposite diagonal braces!

The dimensions and loads shown in the drawings are in millimeters and kilograms.

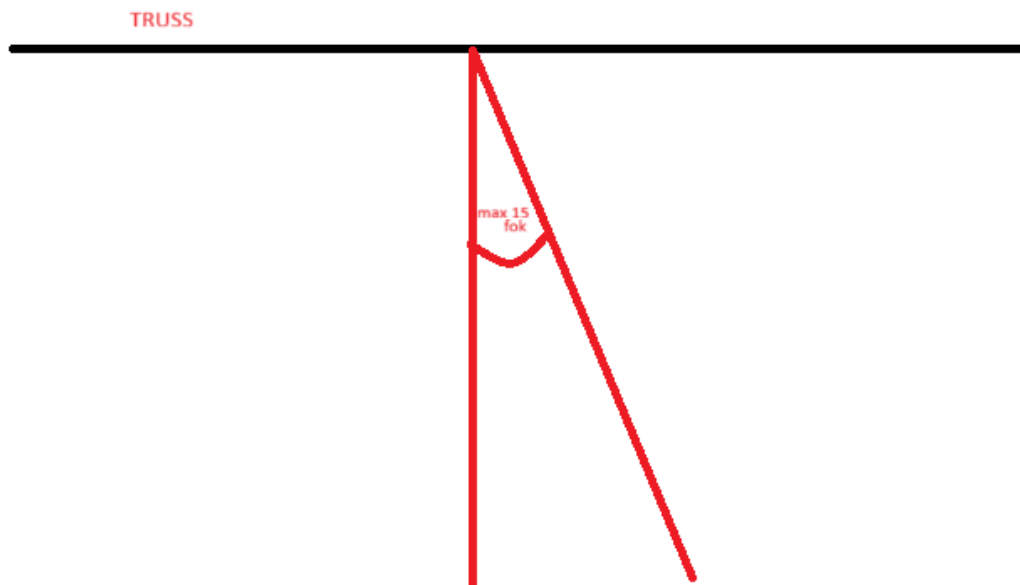
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Installation methods		Document No.: ZEN-FP-M-02
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3. The suspended load must be attached to the two outer longitudinal bars of the truss grid at two opposing points



4. Inspection of suspension equipment and elements used for rigging prior to use, as well as the fastening of suspended elements, stage sets, etc., may only be carried out by a person holding the appropriate qualification (rigger). Accordingly, upon request by MZH, the Partner must submit in advance to the MZH Production Manager the documents certifying the relevant qualifications of the person(s) assigned to such tasks. Furthermore, the Partner must provide a separate declaration stating that they fully assume responsibility for all rigging-related activities, including those specified above.
5. Upon prior request by the Partner, MZH can provide a cherry picker (boom lift) on site. This may only be handed over for use upon signature of a handover protocol and the submission (or provision) to MZH of documents certifying the required qualifications for operating the lift (lift operator certification).
6. In the case of a dynamic load, the axis of the suspended structural element along the load vector may deviate by not more than 15° from the vertical axis of the suspension point. The structure has been designed exclusively with this maximum load condition taken into account.



7. MZH reserves the right, at its own discretion, to involve a qualified professional or specialized company (hereinafter: Expert) with relevant experience and expertise to carry out professional supervision of rigging of stage elements, suspension systems, or the lifting/flying of persons. This does not affect the Partner's responsibility for the event. In such cases, the Partner is obliged to take into account and comply with the expert's qualified opinion and instructions during the implementation of the activity.
8. If MZH (through its designated contact persons) detects non-compliance with these guidelines or any irregularity, and the Partner fails to cease the given conduct or remedy the irregularity despite being requested to do so by MZH, MZH may refuse to proceed with the rehearsal and/or performance.
9. MZH assumes no liability for any property damage, personal injury, or loss resulting from non-compliance with these guidelines, improper operation of lifting equipment, improper rigging or fastening, or defects in fastening elements used or provided by the Partner. Full responsibility lies with the Partner.

VIII. Concert hall floor-level fixing points (3 pcs)

Structure

- The fixing base consists of two separate parts (lower base and extension), which can be connected using M16x50 bolts of grade 8.8.
- The lower base is fixed to the concrete foundation using bonded anchors. These anchors are designed with a safety factor of 2.5 to withstand the maximum load (15 kN). The lower base must not be removed from the floor.
- Each fixing base has an opening in the movable stage floor, through which the upper end of the extension can be brought above floor level. Each opening has a cover plate to close it when not in use.

Installation and dismantling

- When not in use, the extensions must be stored under the movable stage and placed on the concrete floor, ensuring they do not obstruct moving parts.
- Installation may only be carried out by stage technicians from House of Music Hungary, with at least two staff members involved.
- During installation, raise the stage by 20 cm. Access the underside through the service opening and remove the cover plate from below. Then attach the extension to the lower base using M16x50 bolts. Exit the area and lower the stage back to audience level, ensuring the extension does not get become jammed.

WARNING! Moving the stage after installation is strictly prohibited!

The stage may jam on the fixing base near its lowest position and suffer severe damage.

- Dismantling follows the reverse order.

Use

- Fixing points may only be used in a configuration where the stage is flat.
- The stage must already be level for installation, dismantling, and use.
- During installation and use (until dismantling is completed), moving the stage is strictly prohibited.
- Only one piece of equipment (e.g., rope system with one ring, trapeze, or other load) may be attached per fixing point.

Load capacity

- Load capacity at 45–90° angle: 15 kN
- Load capacity at 30–44° angle: 12 kN
- Considering the tenfold safety factor required for acrobatic performances:
 - 150 kg load at 45–90°
 - 120 kg load at 30–44°

Exceeding load limits is strictly prohibited.

IX. Movement of auditorium and stage

During intermission (auditorium movement)

- No guests may remain in the hall during movement.
- Hosts/hostesses must escort all guests out and inform them of the technical change.
- After the hall is empty, this is reported to the event manager, who authorizes movement.
- The stage technician must clearly announce the movement.
- Movement is only allowed if the operator has a direct view and is within hearing distance.
- No person may stand on moving seating units.
- Hosts/hostesses must keep a distance of at least 1 meter.
- After completion, reopening is authorised by the event manager.

During event (stage movement)

- No guest may stand within 1 meter of the stage.
- At least three hosts/hostesses must manage and inform guests.
- The performer or event manager must also warn the audience.
- Movement begins only after safety checks and authorization.
- The technician announces movement before it starts.

- No person may be on the stage during movement.
- Hosts/hostesses must ensure a 1-meter safety distance at all times.
- After movement, the event manager signals continuation of the event.

X. Other provisions

- Confetti and confetti cannons are not allowed during events.
- The House of Music Hungary assumes no responsibility for items left behind after events and is not obliged to store them (unless otherwise agreed in contract).
- The House of Music Hungary will attempt to contact the Partner and may store items for up to 14 calendar days, provided storage is feasible and not disproportionately burdensome.

FINAL PROVISIONS

1) These Regulations enter into force on ... 2026.

2) In matters not regulated herein, applicable laws, technical guidelines, standards, and the house rules of the House of Music Hungary shall apply. Work processes must not endanger persons or cause damage to the building or its equipment.

3) If any provision conflicts with mandatory legal regulations, the law shall prevail without modifying these Regulations. Invalid provisions are automatically replaced by applicable legal regulations. Any such issue must be reported immediately to the Managing Director or Institution Director.

4) The Technical Director is responsible for regular (at least biennial) review and updating of these Regulations and for proposing modifications. Reviews must be documented using the form in Annex 1.

Budapest, 2026

Dr. András János Batta
Managing Director

Annexes

- Annex 1: Regulation Review Sheet

Appendices

- Appendix 1: Maximum capacity of the facility

Appendix No. 1
MAXIMUM CAPACITY OF THE FACILITY

Concert hall	Maximum capacity defined by MZH	With FOH (ground level)	With recording	With FOH (ground level) and recording
<i>Standing event</i>				
- Flat	800 persons	790 persons	790 persons	780 persons
- Flat+grandstand	530 persons	520 persons	520 persons	510 persons
<i>Seated event</i>				
6 m stage raised				
- grandstand lowered	297 persons	287 persons	287 persons	277 persons
- grandstand flat	309 persons	299 persons	299 persons	289 persons
4 m stage raised				
- grandstand lowered	318 persons	308 persons	308 persons	298 persons
- grandstand flat	340 persons	335 persons	335 persons	325 persons
<i>Seated event with tables</i>				
6 m stage raised				
Fig. 1.2.2.3 – Seated layout	202 persons	-	-	-
4 m stage raised				
Fig. 1.2.2.2 – Seated layout	210 persons	-	-	-
Fig. 1.2.2.4 – Seated layout	250 persons	-	-	.
Ülős - állós rendezvény /sík+tribün	530 persons (443 persons álló, 87 persons ülő)	520 persons (433 persons álló, 87 persons ülő)	510 persons (423 persons álló, 87 persons ülő)	

Auditorium				
Standing event	200 persons			
Seated event	100 persons	-	-	-

Outdoor stage				
	500 persons maximum, seating capacity for 240 fő persons			

The schematic layouts of the Event Hall (Concert Hall) configurations (Figures 1.2.2.2, 1.2.2.3, and 1.2.2.4) illustrate the optimal arrangement of the venue within the maximum capacity limits.

The capacity indicated in the text below the figures may be slightly higher compared to the numbers shown in the diagrams. The maximum capacity defined by MZH must not be exceeded during the implementation and setup of the event.

1.2.2. Rendezvényterem kialakítási opciók

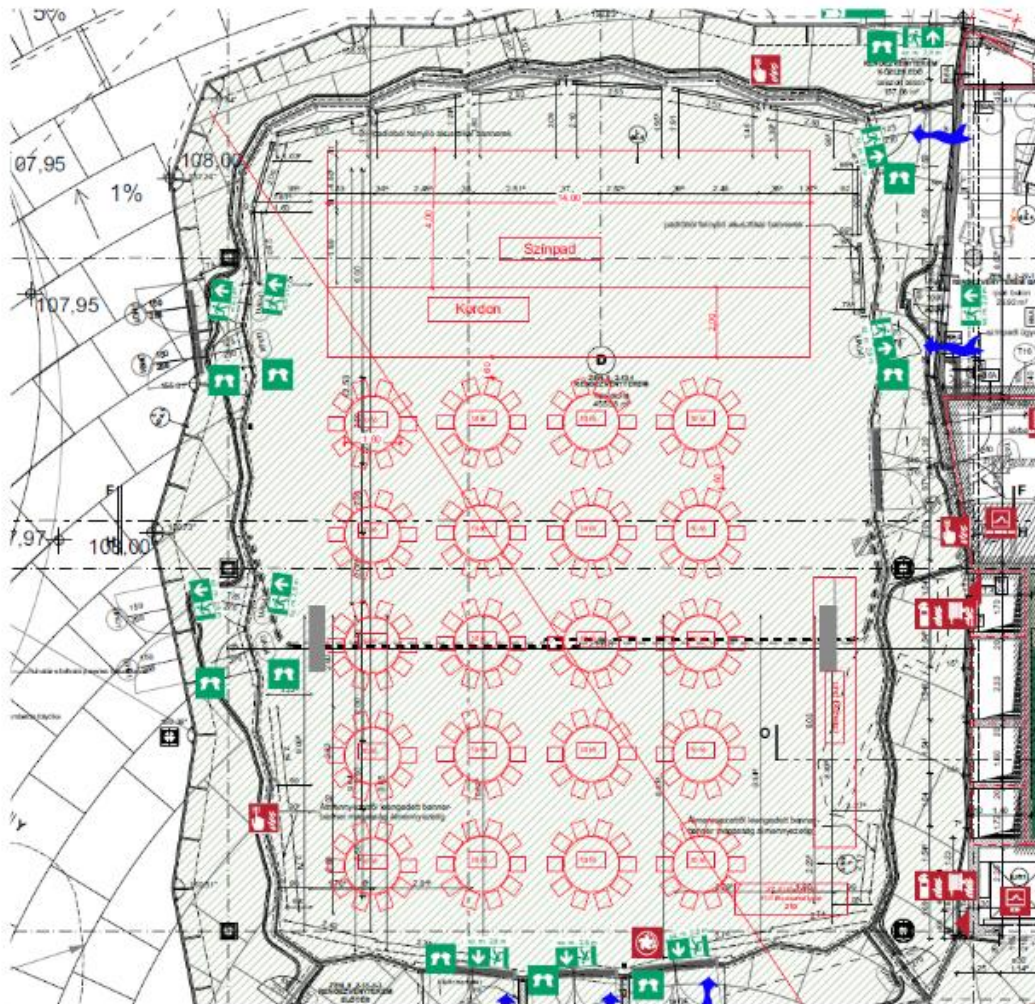


Figure 1.2.2.2 – Seated layout with a maximum capacity of 210 people, using 10-person tables and a 4-meter stage

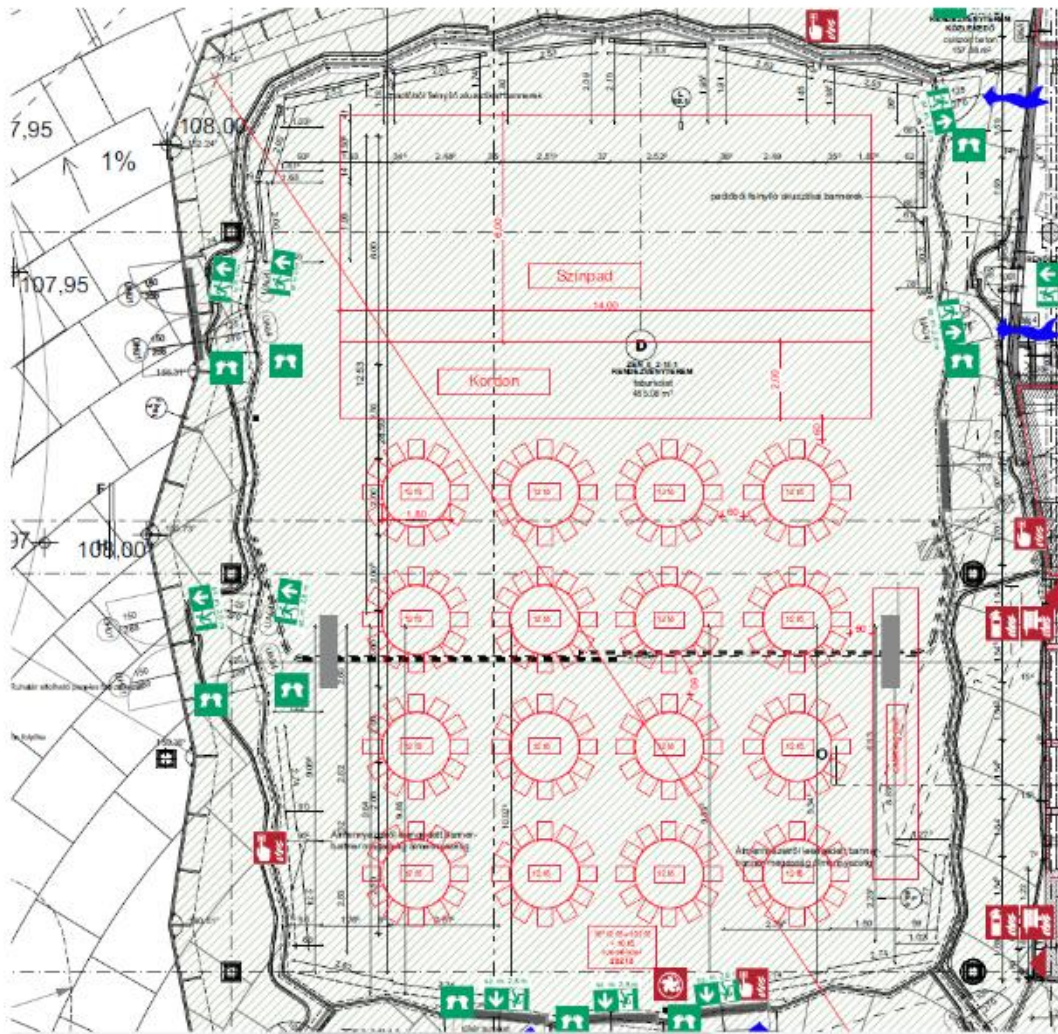


Figure 1.2.2.3 – Seated layout with a maximum capacity of 202 people, using 12-person tables and a 6-meter stage

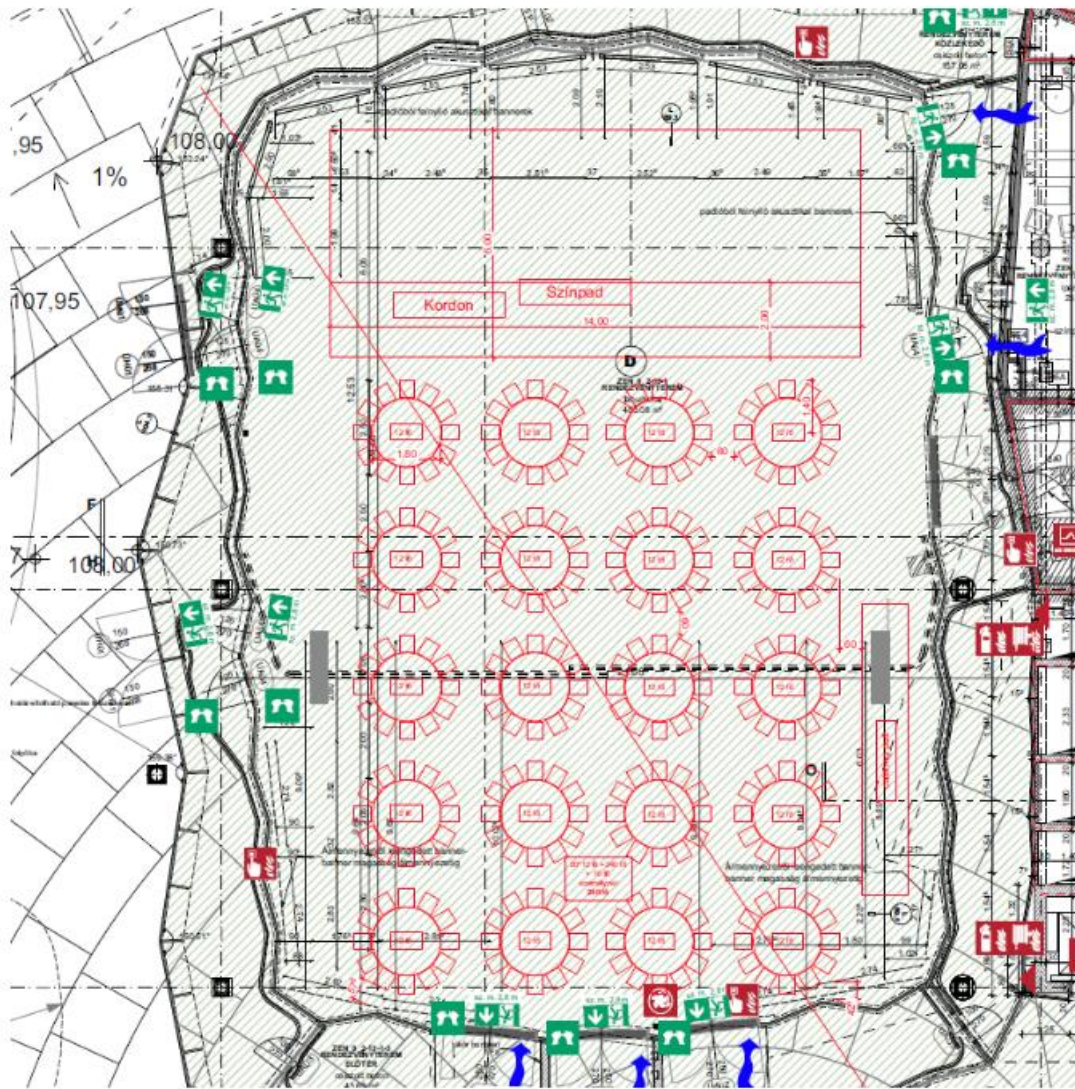


Figure 1.2.2.4 – Seated layout with a maximum capacity of 250 people, using 12-person tables and a 4-meter stage

Capacity Data

(MZH reserves the right to determine a lower maximum capacity than the authority-approved maximum capacities specified in the table below, based on artistic, audience management, or other considerations for specific areas or events. In such cases, the maximum capacity defined by MZH shall prevail.)

B3 fire compartment, basement level (temporary exhibition)					
Level	Room	m²	Specific occupancy capacity	Occupancy capacity	Total per level
-2	Temporary exhibition and instrument lab	787.54	-	270 people	710 people

B2 fire compartment, basement level (permanent exhibition)					
Level	Room	m²	Specific occupancy capacity	Occupancy capacity	Total per level
-2	Permanent exhibition	1,002.86	-	320 people	710 people

G fire compartment (foyer, Sound Dome), ground floor, mezzanine public areas, 1st floor					
Level	Room	m ²	Specific occupancy capacity	Occupancy capacity	Total per level
-2 level	Sound Dome	156.51	2.0 m ² / 1 person	60 people	270+320+60+60 = 710 people
	Foyer	383.88	-	60 people	
-1 level	Kitchen area	-	-	10 people	30 people
	Visitor changing room	-	-	20 people	
Ground floor	Event Hall	-	-	800 standing places	1544 people
	Entrance Hall	-	-	250 standing places	
	Entrance lobby / circulation area	520.77	1.5 m ² / 1 person	348 people*	
	Information / Ticket Office	15.31	-	5 people	
	Restaurant dining area	106.38	1.5 m ² / 1 person	71 people	
	Buffet dining area	78.05	1.5 m ² / 1 person	53 people	
	Museum Shop	85.10	5 m ² / 1 person	17 people	
Mezzanine	Café	113.42	1.5 m ² / 1 person	76 people	186 people
	VIP Lounge	39.66	1.5 m ² / 1 person	27 people	
	Event Hall Gallery	-	-	15 people	
	Terrace	-	-	51 people	
	Control Rooms, Interpreter Booth	-	-	7 people	
	Other Rooms (changing rooms)	57.68	6.0 m ² / 1 person	10 people	
1st floor	Classrooms (2 pcs)	-	30 people / room	60 people	232 people
	Library Studios	336.1	-	80 people	
	Offices + Laboratories	356.17	6.0 m ² / 1 person	75 people	
	Meeting Rooms	49.20	3.0 m ² / 1 person*	17 people*	
Total					2702 people