

# Better safe than sorry ...

Technical guidelines for events

*For your  
technical safety*

# Technical guidelines for events

## Content

1. General provisions .....	3	19. Using laser equipment .....	7
2. Number of visitors, visitor spaces, seating .....	4	20. Floor loads .....	7
3. Escape and emergency routes, emergency exits .....	4	21. Suspending loads from the ceiling, in particular cross girders .....	7
4. Fire prevention systems .....	4	22. Mobile dance floor, mobile bar .....	7
5. Safety equipment .....	4	23. Assembly and dismantling of stage and lighting equipment, technical rehearsal .....	7
6. Temporary shutting down of safety equipments .....	4	24. Packaging materials, waste .....	7
7. Curtains, furnishings, props and decorations .....	4	25. Mutual consideration, noise protection .....	8
8. Open flames, use and storage of flammable materials, pyrotechnics .....	5	26. External areas, flying objects .....	8
9. Hot work .....	5	27. Visual and sound recordings .....	8
10. Smoking .....	5	28. Driving onto the LSH site .....	8
11. Torchlight walks .....	5	29. Using the underground car park .....	8
12. Bringing in hazardous substances, combustible goods, weapons .....	5	30. Getting here, no parking and no waiting on the LSH access road .....	8
13. Using technical equipment .....	5	31. Deliveries .....	8
14. Elevators .....	6	32. Use of the open stairway .....	8
15. Trade fair and exhibition stands .....	6	33. Setting up vehicles outside the building, bringing vehicles into the building .....	9
16. Stands, podiums and other adjustable fittings, required steps on adjustable fittings .....	6	34. Pavilions, marquees, temporary structures .....	9
17. Floor coverings .....	6	35. Safety concept, safety staff .....	9
18. Use of electrical equipment, cross girders, electric chain hoists, fog machines .....	6	36. Emergency telephone numbers .....	9
		37. Storage areas .....	9

## Preliminary remarks

Lufthansa Seeheim (LHSH) has issued Technical Guidelines for the execution of events at LHSH in order to ensure that all clients and their visitors can enjoy a smooth, uninterrupted performance of their events. The aim of these safety regulations is to provide rules on safety at LHSH, achieve the best possible safety of individuals during their time here, and ensure a speedy evacuation of the premises in the event of an emergency. These Technical Guidelines LHSH are a part of any contract agreed between LHSH and its client for the hire of facilities, areas and other objects and any other services rendered in association with a client's event. The Technical Guidelines LHSH are also a part of the contract with any agents of LHSH who are active on LHSH premises.

## Definitions

**Client:** Natural or legal entities who have agreed a contract with LHSH for the hire of facilities, areas and other objects

**Service company:** Agents of LHSH who are active on LHSH premises

**Event:** Any kind of event, in particular of an educational, economic, social, cultural, artistic, political, sporting or entertaining nature (performance, presentation, concert, demonstration, show, event)

**Visitor:** Any individuals who are involved passively in the event, or temporarily involved actively (participating audience); this does not include any individuals involved in the organisation and performance of the event such as organisers, performers, artists, security staff, stage hands, service and kitchen staff;

**Meeting rooms:** For events or for the consumption of food and beverages; they include foyers and lecture halls

**Foyers:** Reception, exhibition and staff rooms for visitors

**Lounges:** Rooms that are intended or suitable not only for temporary occupation by people; they include function rooms, various levels of halls, foyers and staff rooms for visitors, visitor areas, offices, workshops, stages and any workrooms; the lounges do not include rooms that by definition are only occupied occasionally, such as storage rooms, WCs, underground car parks and rooms that are used exclusively to accommodate technical equipment and facilities

**Decorations:** Decorative items applied temporarily (in particular drapes, garlands, banners and artificial plants) on and away from stage areas

**Stage areas:** Areas for artistic and other performances; from 20 m<sup>2</sup>

**Fittings:** Components used for staging or set designs; in particular, they include wall, floor and ceiling elements, projection screens, steps and other stage set parts and props

**Props:** Movable fittings for staging and set designs; in particular furniture, lamps and lights, pictures and crockery non-combustible: Building materials of building class A to DIN 4102

**low flammability:** Building materials of building class B1 to DIN 4102

**normal flammability:** Building materials of building class B2 to DIN 4102

## 1. General Provisions

### 1.1 Checking compliance

LHSH reserves the right to check, at any time, that these Technical Guidelines are being observed, or to appoint agents to ensure that they are being observed, and to adopt the appropriate measures to ensure that they are ensured in the event of infringement. The client will provide LHSH and its appointed agent access to the hired rooms and areas at any time for this purpose; LHSH will show due regard to the client's interests.

### 1.2 Further instructions

LHSH is authorized to make any arrangements beyond the Technical Guidelines LHSH that are required for safety reasons.

### 1.3 Domiciliary right

The LHSH site is private property. The owner is Lufthansa Seeheim GmbH. It exercises a domiciliary right. Furthermore, organisers and agents of LHSH will exercise a domiciliary right if transferred to them by LHSH.

### 1.4 Evacuation

LHSH is authorized to order the locking and evacuation of rooms or other parts of the building or site for security reasons and/or following official instruction.

### 1.5 Area of validity

The Technical Guidelines LHSH apply for the entire site of LHSH.

### 1.6 Addressed audience

The Technical Guidelines LHSH apply for all clients of LHSH and their agents as well as any service companies.

### 1.7 Requirement of approval

Should these Technical Guidelines require the approval of LHSH, this must be provided not later than 4 weeks before the beginning of the event. This approval is issued at the discretion of LHSH; there is no automatic right to it.

### 1.8 Observation of legal requirements, rules of good engineering practice, accident prevention regulations provided by trade associations

The client or service company will observe the legal requirements, rules of good engineering practice and the relevant accident prevention regulations provided by trade association for the performance of events and any activities listed at LHSH.

## 2. Number of visitors, visitor spaces, seating

- 2.1 The number of visitor spaces approved in the seating and emergency route plan (contract enclosure) approved for the meeting room must not be exceeded, nor may the approved arrangement of visitor spaces be changed. One version of the plan approved for the particular use is available in the vicinity of the main entrance to a meeting room, and will also be handed over to the client for the meeting rooms in questions on agreement of the contract or before the event is due to commence.
- 2.2 The client is to check the number of visitors and confirm it to the LTCC on request. The number of visitors is to be checked in such a way that proof can be provided for authorities at any time that the maximum permitted number of visitors has been observed.
- 2.3 Seats that have been arranged in rows must be secured so they cannot be moved. If any chairs are positioned temporarily, they must be joined together in single rows. This does not apply to demarcated areas of meeting rooms with no more than 20 seats and without steps.
- 2.4 The seating and emergency route plan that applies for the particular meeting room and which was handed over to then clients must be observed.
- 2.5 If, depending on the type of event, it is necessary to separate standing areas from stage areas to comply with the safety concept for the event, then barriers are to be erected.

## 3. Escape and emergency routes, emergency exits

- 3.1 Emergency routes on the site and access routes, installation and movement areas for duty vehicles of the police, fire services and emergency services must be kept free at all the times.
- 3.2 Emergency routes within the building, especially those identified on the seating and emergency route plan, must be kept free at all times. Objects may only be set up in corridors and foyers that double as emergency routes if they do not reduce the required width of emergency routes, the straightest possible alignment of the emergency route is preserved and fire prevention regulations are observed.
- 3.3 The doors of all emergency routes must remain unlocked for the duration of the event.
- 3.4 Emergency exits and the assembly points at LSH are to be kept free.

## 4. Fire prevention systems

- 4.1 Fire-extinguishing equipment and systems, fire extinguishers, wallhydrants, fire detection and alarm systems, smoke extraction systems, loudspeaker systems and any other facilities and objects that serve the purpose of fire prevention are available throughout the establishment and must be freely accessible at all times. They must not be moved or interfered with in any other way.
- 4.2 The effects of automatic fireextinguishing systems must not be impaired by overhanging or multilevel display or service stands.

## 5. Safety equipment

- 5.1 The functions of any facilities used for safety purposes must not be impaired in any way.
- 5.2 If safety lighting is required for a particular room, then this lighting must be switched on while there are persons in that room unless there is sufficient natural daylight. Safety lighting must always be easy to identify.
- 5.3 Signage, especially for escape and emergency routes, must always be easy to identify.
- 5.4 Ventilation facilities must not be adjusted, have items stuck on or to them for the function otherwise be impaired in any way.

## 6. Temporary shutting down of safety equipment

The automatic fire alarm system can be switched off by LSH if this is necessary for the type of event and the organiser or LSH has agreed the necessary fire prevention measures for this individual case with the fire services. The client must have agreed an agreement in place with LSH to switch off the fire alarm system at least 4 weeks before the event is due to commence. Any additional costs (e.g. fire safety watch) resulting from switching off the fire alarm system will be met by the client.

## 7. Curtains, furnishings, props and decorations

- 7.1 Curtains on stages and in stage areas must be made of materials of low flammability as a minimum.
- 7.2 Furnishings must be made of materials of low flammability as a minimum. On stages or in stage areas with automatic fire extinguishing equipment, it is sufficient to use materials of normal flammability.
- 7.3 Props must be made of materials of normal flammability as a minimum.
- 7.4 Decorations must be made of materials of low flammability as a minimum. Decorations in necessary corridors and stairwells must be made of non-combustible material.

- 7.5 Decorations must be applied directly to walls, ceilings or furnishings. Decorations may be hung freely in the room if they are at least 2.50m from the floor. Decorations consisting of natural plants may only be kept in the room while they are still fresh.
- 7.6 Furnishings, props and decorations may only be stored away from the stages and stage areas, although this does not apply to daily requirements.
- 7.7 Burning, dripping or melting materials or materials that emit toxic gases may not be used for curtains, furnishings, props or decorations.
- 7.8 Confirmation of adherence to fire protection requirements as per item 7.1 to 7.4 is to be presented to LSH in a suitable form at its request.

## 8. Open flames, use and storage of flammable materials, pyrotechnics

- 8.1 Open flames (candles, lanterns, oil lamps etc.) flammable liquids and gases, pyrotechnical objects and other explosive substances are banned through the building, and in particular in meeting rooms, on stages and in stage areas. LSH may permit the use of open flames, flammable liquids and gases and pyrotechnical objects in individual cases if their use is appropriate to the type of event and the organizer has agreed the necessary fire prevention measures with the fire services in that particular case.
- 8.2 The use of open flames, flammable liquids and gases and pyrotechnical objects outside LSH is permitted only by prior agreement with LSH. Agreement is to be obtained in good time before the event is due to commence.
- 8.3 The use of candles and similar light sources as table decorations and the use of open flames in the corresponding kitchen facilities for the purpose of food preparation (e.g. burners and equipment for keeping food hot in the meeting room) is permitted with the prior approval of LSH.
- 8.4 The use of pyrotechnical objects must be supervised by an individual with the necessary qualification in explosive legislation. When using pyrotechnical equipment, the Explosive Act must be observed. Pyrotechnical objects may only be used with the approval of the regulatory authority (public order office of the municipality of Seeheim) and the fire prevention authority of the fire services of the municipality of Seeheim.
- 8.5 Flammable materials must be kept at a sufficient distance from ignition sources such as headlights and electric fires, and also from radiators so that the material cannot be ignited by them.
- 8.6 Pyrotechnical objects, flammable liquids and other flammable materials, in particular packaging materials, may only be stored in the appropriate storerooms.

## 9. Hot work

Hot work such as welding, soldering or gluing may only be carried out outside the building and with the prior approval of the LSH in each individual case. Occupational safety procedures (permits) for the performance of fire and other hot work are to be used.

## 10. Smoking

- 10.1 Smoking is not permitted in the building. Outside LSH, smoking is only permitted in areas identified as smoking areas (can be identified by fixed ash containers).
- 10.2 Exceptions to the smoking ban may only be made in exceptional cases and with the prior approval of LSH. This applies in particular for smoking by performers and participants on stages and in stage areas during rehearsals and events provided the events are such that there is a good reason for smoking.

## 11. Torchlight walks

- 11.1 The client is informed that torchlight walks will require the prior approval of Hessenforst as the responsible forestry authority.
- 11.2 The clients must obtain official approval in plenty of time, and at least 4 weeks before the event is due to commence.

## 12. Bringing in hazardous substances, combustible goods, weapons

- 12.1 Hazardous substances and combustible goods (e.g. fuels etc.) may not be brought onto the premises without the prior approval of LSH.
- 12.2 Weapons as per the Arms Law may not be brought onto the premises.

## 13. Using technical equipment

- 13.1 The client is not permitted to operate technical equipment in the rented facilities. This applies in particular to mobile partitions, safety lighting, automatic fire alarm systems etc. This equipment may only be operated by LSH or its agents.
- 13.2 The client may operate the lighting, blinds, microphones, beamer and touch panel following instruction by the Meeting Purser or Sinus Event-Technik.

## 14. Elevators

Persons may not be carried in goods elevators.

## 15. Trade fair and exhibition stands

- 15.1 Trade fair and exhibition stands may only be set up with the prior agreement of LSH, and only within the areas designated by LSH.
- 15.2 Trade fair and exhibition stands are to be set up and used so that they do not endanger the life or health of any individuals who come into contact with them. In particular, they must be absolutely stable and, if more than 1 m in height, be fitted with protective devices. They are to be positioned in the room without blocking or narrowing escape routes and without impeding fire prevention systems.
- 15.3 Trade fair and exhibitions stands are to be laid out so that their stability cannot be endangered by dynamic oscillations.
- 15.4 Trade fair and exhibition stands count as adjustable fittings in the sense of item 16; the relevant instructions must also be observed.
- 15.5 If trade fair and exhibition stands are to be erected, then a construction diagram is to be agreed with LSH. The client must observe the agreed construction diagram.

## 16. Stands, podiums and other adjustable fittings, required steps on adjustable fittings

- 16.1 The substructure of floors or stands and podiums brought into LSH by the client or the client's agent must be made – of non-combustible materials. This does not apply to podiums measuring a total of no more than 20m<sup>2</sup>.
- 16.2 Any stands and podiums brought in by the lessee or his agents are to be positioned in such a way that their stability is not impaired by dynamic oscillations.
- 16.3 If any emergency routes from stands and podiums brought into LSH by the client or the client's agent include stairs, then the components (supporting structures) of these required stairs, must be made of non-combustible materials. The steps may be made of wood.
- 16.4 The clear width of required stairs on adjustable fittings (stands, podiums, trade fair and exhibition stands etc.) must not exceed 2.40m. These required stairs must have closed steps and secured, easy to grip handrails without open ends on both sides. The handrails are to be continued beyond half landings. Spiral staircases are not permitted as required stairs for visitors.

16.5 If using items made of glass, then only safety glass that is suitable for the particular purpose is to be used. Edges and corners of panes of glass must not present a risk of injury. Glass items measuring more than 2 m<sup>2</sup> are to be identified at eye level.

16.6 Any areas that directly adjoin areas more than 1 m lower and that can be accessed by visitors are to be secured by balustrades of at least 1 m in height.

## 17. Floor coverings

- 17.1 If the lessee brings in any floor coverings outside the meeting room in a necessary corridor or foyer with emergency routes from other meeting rooms, then these floor coverings must be of low flammability as a minimum.
- 17.2 Any floor coverings that are brought in are to be laid so that there is no risk of accidents resulting from slipping, creasing or folds. Only materials that can be completely removed without trace are to be used to attach them.

## 18. Use of electrical equipment, cross girders, electric chain hoists, fog machines

- 18.1 Electrical switchgear must not be accessible to visitors. Manipulation by unauthorized persons, and especially by visitors, of mobile electrical switchgear brought in by the client or the client's agent is to be ruled out reliably. Barrier tape is not sufficient for this purpose.
- 18.2 Cables may not be laid through fire or smoke doors, not even temporarily.
- 18.3 The client is informed that there are maximum levels of electrical output that can be provided by individual sockets or distributors. These maximums must not be exceeded.
- 18.4 Only electrical equipment may be used at LSH that is regularly and successfully checked to UVV BGV A3.
- 18.5 When using cross girders, safety standard SVPLT.SR1.0 of the German Professional Lighting & Sound Technology Trade Association is to be observed.
- 18.6 If using electric chain hoists, safety standard VPLT.SR2.0 of the German Professional Lighting & Sound Technology Trade Association is to be observed.
- 18.7 Fog machines may only be used with the prior approval of LSH.

## 19. Using laser equipment

- 19.1 The relevant safety regulations are to be applied for the use of laser equipment in areas that are accessible to visitors. When using laser equipment, the general rules of good engineering practice and the relevant accident prevention regulations and information provided by trade associations are to be observed with regard to the organiser's employees and agents, but also with regard to visitors for their health and safety. The relevant accident prevention regulations include in particular BGV B2 Laser Rays and BGI 832 Operation laser equipment.
- 19.2 Laser equipment may only be used with the approval of LSH.
- 19.3 If the relevant accident prevention regulations for the operation of laser equipment include a duty of disclosure, this must be provided by the client.

## 20. Floor loads

The client will be informed that the floor load is 4 kN concentrated load and 5 kN/m<sup>2</sup> distributed load. The client must observe this when bringing in heavy objects.

## 21. Suspending loads from the ceiling, in particular cross girders

- 21.1 Loads may only be suspended from ceilings by the intended sling points and by the clients only with the prior approval of LSH.
- 21.1.1 Due to the valid guidelines and technical standards (compare IGWW SQP2) load cells are to be used for statically indeterminate systems. These will be made available to you by our technical service supplier for a flat fee. Please contact us or our technical service supplier at least 6 weeks before the start of installation.
- 21.2 The maximum loads given in "Lifting eyes" must not be exceeded.
- 21.3 Portable lighting, image and sound equipment must be secured against falling by two independently working devices. Any loose additional parts or items that may work loose must be caught up by the appropriate devices.
- 21.4 Supporting equipment and lifting tackle must be obtained and adequate for the loads that occur during operation and according to the particular risk in operation.

## 22. Mobile dance floor, mobile bar

- 22.1 The client may not bring any mobile dance floors into LSH.
- 22.2 The prior approval of LSH is required if the client wishes to set up a mobile bar.

## 23. Assembly and dismantling of stage and lighting equipment, technical rehearsal

- 23.1 The assembly and dismantling of stage and lighting equipment, major maintenance and repair work to this equipment and technical rehearsals may only take place if such tasks are accompanied and supervised by an event technician named by LSH or another individual named by the technician.
- 23.2 Dress rehearsals and events may only take place if the event technician named by LSH or other individual named by the technician is present unless the event technician specifically states that it is not necessary for such an individual to be present during the dress rehearsal or event.
- 23.3 Task listed in item 23.1 may not be begun and/or continued if the event technician required to be present as per item 23.1 or the individual named by the technician is not present unless this has been specifically permitted by the event technician named by LSH.
- 23.4 The client must accept the required presence of an event technician named by LSH or another individual named by the technician. The client or the client's agent and their staff will follow the technician's instructions concerning safety and fire prevention at the assembly place.

## 24. Packaging materials, waste

- 24.1 Packaging materials and waste must be removed from the meeting rooms without delay and put in the appropriate containers; they must not be stored in the meeting rooms.
- 24.2 Only the intended containers are to be used for the collection of waste and recyclable materials.
- 24.3 Small amounts of waste and packaging materials may be placed in the available waste containers during the event.
- 24.4 Containers for waste materials and recyclables must not be made of flammable materials.

## 25. Mutual consideration, noise protection

- 25.1 The client is aware that a number of events may be taking place simultaneously at LSHH. In the interests of all users of LSHH, all clients are to ensure that no irritation is caused to other users, especially by noise.
- 25.2 LSHH is located in the middle of a nature reserve and adjacent to residential areas of the municipality of Seeheim-Jugenheim. This must be considered during events or when guests spend time outside the building. Especially during the night in particular, the justified need for peace and quiet of the neighbors, residents and hotel guests must be met and unnecessary or unreasonable noise is to be avoided.

## 26. External areas, flying objects

- 26.1 The client is informed that the outside areas of LSHH is not enclosed, and that the wood-enclosed and in some areas steep terrain is not lit.
- 26.2 The use of balloons, airships and other flying objects (e.g. "bags" or sky lights, also called kong ming lanterns etc.) is not permitted.
- 26.3 The use of drones is prohibited on the entire premises of LSHH. This prohibition includes launches from the LSHH premises and flights over the premises – in particular over gatherings of people. Any exceptions require prior approval and technical coordination with LSHH.

## 27. Visual and sound recordings

Visual and sound recordings on the premises of LSHH – in particular for commercial purposes – are only permitted with the prior consent of LSHH. Concerning the personal rights of all individuals present on the premises, LSHH refers explicitly to adherence to the European General Data Protection Regulation (GDPR).

## 28. Driving onto the LSHH site

- 28.1 A current driving licence is required by anyone wanting to drive onto the LSHH site. Germany's road traffic regulations (StVO) apply. The maximum permitted speed is 10kph. Areas outside the access roads to LSHH and underground garage intended for vehicles may only be used with the prior approval of LSHH and travelling at walking speed.

28.2 Engines are to be switched off when loading and unloading.

28.3 Particular attention is to be paid to pedestrians.

28.4 Vehicles that are parked in identified fire service manoeuvring areas will be removed by LSHH with costs.

## 29. Using the underground car park

Temporary storage of items other than vehicles in the underground car park requires the prior approval of LSHH. Unless inside vehicles, flammable substances may only be stored in small quantities.

## 30. Getting here, no parking and no waiting on the LSHH access road

Please note that there is absolutely no parking and no waiting on the access road to LSHH. This access road is the only access for vehicles, and thus also for vehicles of the fire services, police and emergency services. The client must do all he can to inform agents, visitors to and participants in the event of this ruling, and ensure that the access road is kept free of vehicles (e.g. information to employees before the event, security staff, instruct drivers of illegally parked vehicles to remove them immediately).

## 31. Deliveries

Deliveries to the Bonhoeffer Saal via the U1 Terrace. Once instruction in its use has been provided by the Meeting Purser, the goods elevator may be used. Vehicles with a maximum height of 2.70m can be loaded on the staff parking level.

## 32. Use of the open stairway

- 32.1 If the contract permits the client to use the open stairway, the client must observe the escape and emergency routes as per [Plan].
- 32.2 The client is to use adequate devices and/or measures (barriers, security staff) to ensure that groups of visitors do not congregate in the vicinity of the open stairway.



### **33. Setting up vehicles outside the building, bringing vehicles into the building**

- 33.1 The clients may only set up and/or bring vehicles in the outdoor area and/or in the building in individual cases and with the prior approval of LSH.
- 33.2 If any vehicles are to be set up in the outdoor area outside the main entrance to the building, they must not affect the escape doors in the entrance area and of the Board Meeting/Think Terminal, and an adequate escape and emergency route must be kept free. Vehicles may only be set up under the covered area or only beside the covered area, since this is the main access route and also the parking area for the duty vehicle of the fire and emergency services.
- 33.3 Vehicles may only be brought through and into the (main) entrance area of the building. The battery must be disconnected and the tank completely full in order to minimize the development of gases.
- 33.4 Vehicles may not be operated inside the building; they may only be pushed into it.
- 33.5 Spot loads must be transferred by means of packing plates, planks or similar items. This also applies for the transportation of the vehicle to the installation site inside the building.

### **34. Pavilions, marquees, temporary structures**

- 34.1 The client may only erect pavilions, marquees and other temporary structures on the LSH site with the prior approval of the LSH.
- 34.2 The client is to observe the Directive on the Construction and Operation of Temporary Structures (FiBauR) for the construction and operation of temporary structures. The requirements in the "Instructions on the Construction and Operation of Temporary Structures (Marquees)" are to be observed.

### **35. Safety concept, safety staff**

- 35.1 If the type of event requires it, LSH will provide a security concept and will provide security staff at the client's expense. Depending on the size of the event, the nature of the event and its course, the minimum quantity of security staff (including first aid staff, doctors etc.) can be defined as well as an evacuation concept and an alarm and danger prevention plan.
- 35.2 If the security concept calls for security staff and it is agreed that they will be provided by the client, they must be under the management of a security services manager who will be appointed by the organiser. The security services manager and security staff will be responsible for operational safety measures. In particular, they will be responsible for checking arrivals and departures and access to the hired facilities, ensuring that the maximum permitted number of visitors is observed, that the seating plan is observed, and that the safety requirements are observed, and in particular the Technical Guidelines LSH.

### **36. Emergency telephone numbers**

In the event of an emergency, the company IWS at LSH can be reached on the internal landline system on 8888.

### **37. Storage areas**

LSH has limited storage capacities that absolutely must not be used for storing leftover packaging and waste materials. If this does occur, LSH reserves the right to dispose of these materials at the client's expense. The client can discuss the possibility of using storage capacities well in advance with LSH, and may use the same with the prior approval of LSH.

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