

Charges for Miscellaneous Services

Berlin Brandenburg Airport

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1. General Terms and Conditions

Flughafen Berlin Brandenburg GmbH (FBB), legally represented by the directors of the company, levy airport charges for miscellaneous services and for installation, operation and use of information technology according to these charges regulations and the general conditions specified below.

Differing terms and conditions may be applicable for particular services if available. These special regulations have priority over the general terms and conditions if opposing.

Any general terms and conditions of the airport's users, which differ from these general conditions, do not apply even if the airport operator does not object.

1.1 Airport Operator and Contact Details

The airport operator within the meaning of these General Terms and Conditions is Flughafen Berlin Brandenburg GmbH.

Responsible contacts for the different areas are given in the following sections. The responsible contact concerning invoicing of airport charges regulated in these general terms and conditions is the Accounts Receivable Department unit of the airport operator. Contact persons are indicated in all invoices and can be contacted at: verkehrsabrechnung@berlin-airport.de

1.2 General Conditions

The services listed in the charges regulation are provided on request, subject to availability of personnel, equipment and vehicles systems. Unless otherwise contractually agreed, users of airport services have no legal claim to provision of these services.

The nature, place, contents and extent of the performance are determined exclusively and definitively by the relevant service or product description. If a service is not based on a product description, the service to be provided is determined on the basis of the service content agreed separately between the parties, whereby as a general rule the airport company only owes a service which is fit for normal use in accordance with the purpose of the contract and which displays a quality which can otherwise be expected on the market.

Any airport user can order airport company services in writing. Where special application forms must be used, the airport company will make them available. Orders and/or applications are binding for the client. A contract only comes into effect on acceptance of an order/application by the airport company, whereby acceptance can be declared expressly (order confirmation) or by actually providing the service.

The airport operator reserves the right to postpone or refuse performance of services, or to cease performance of services already initiated, even after acceptance of a relevant order in cases where available personnel, equipment and/or vehicle capacities are overloaded by other operating obligations. The same applies in the case of force majeure, industrial disputes or natural disasters, which impede the airport operator's ability to perform or to continue performing services.

The respective prices published on conclusion of the contract shall apply in accordance with the schedule of charges. Prices are subject to changes at any time.

Changes to charges as well as these general terms and conditions of business during an ongoing contract relationship (continuing obligation) are notified in writing to the contract partner / liable party eight (8) weeks prior to the change. A change is possible at the earliest on expiry of 6 months following conclusion of the contract unless the parties conclude an agreement stating otherwise.

The contract partner is entitled to object to the changes in writing. If the contract partner fails to provide a written objection to the change notice within four (4) weeks of receipt, the respective changes shall be classified as accepted. If the contract partner objects to the changes in time, the contract between the parties will end at the time at which the changes would have come into effect.

The provisions and prices also apply without instruction or order if the airport company is entitled to demand reimbursement of expenses on account of actions performed without due authority.

Services or deliveries performed which are not included in this index or where "price on request" is indicated are calculated separately and must be queried beforehand from the airport company.

1.3 Charges Debtor

Charges debtor is the natural or legal person that requested or generated a service.

The liable party must ensure that all of the respective and necessary conditions for proper use and/or operation of the service ordered by the airport company are available and airport operations are not impaired by the use/call of the service ordered. In particular, the respectively valid Airport Manual must be observed.

The liable party will notify the airport company without delay of any apparent defects or damage. Within reasonable limits, the liable party will take all measures to permit detection of defects and/or damage and the elimination thereof.

1.4 Payment Terms and Conditions

Monthly payment starts on the day on which the service is delivered. The charge for the monthly payment is to be paid proportionally for the month.

If the charges are to be paid for parts of a calendar month, these charges will be calculated on a daily basis at 1/30 of the monthly charge. The full monthly price shall be charged if the contractual relationship is cancelled up within 30 days.

Monthly charges will be invoiced monthly to the debtor directly.

Charges are invoiced after availability provision of services to the invoice address named by the charges debtor. Payments shall be made no later than 8 days from the date of invoice without deductions, free of costs and charges, in EURO to the specified account of FBB. No discount will be granted. The re-ceipt of funds on the account of FBB is decisive for the timeliness of the payment. In the event of late payment, FBB reserves the right to charge interest for late payment at a rate of 9 percentage points above the respective prime rate in accordance with § 247 of the German Civil Code (BGB). In addition, in accordance with Section 288 (5) of the German Civil Code (BGB), a lump-sum expense allowance of € 40.00 will be charged for each demand management process (reminder stages) in the event of late payment. If the debtor of the fee is not a company or a merchant, the default interest shall be 5 percentage points above the prime rate.

Objections to the invoice can be raised – unless otherwise stated – within a month after reception, in written form to the address given. After this period has elapsed the un-objectioned invoice shall be considered approved. The airport operator (or its designee) will inform the debtor about these consequences before commencement of the time period.

Insofar there is no other regulation all charges are charges within the meaning of Section 10, paragraph 1 of the German Turnover Tax Act. Unless the charges debtor can provide proof that he fulfils the conditions for non-taxability or tax exemption applying to air traffic, he will also be liable for payment of turnover tax at the legally applicable rate.

It is not permissible to offset airport service charges against counterclaims within the legally recognized limits, except in the following cases:

- if the counterclaim is undisputed, ready for decision or res judicata;
- if the counterclaim has lapsed but is undisputed and had not yet lapsed at the date on which it could first have been offset;
- if the claim and counterclaim relate to the same contract for use of airport services.

Notwithstanding the provisions of items a. and b. above, offsetting is not permissible in cases where counterclaims relate to claims prior to contract or do not relate to the contract for use of airport services on which the airport operator's claim is based.

It is not permissible to plead for the right to refuse performance, except in the following cases:

- if the counterclaim is undisputed, ready for decision or res judicata;
- if the counterclaim has lapsed but is undisputed and had not yet lapsed at the date on which it could first have been offset;
- if the claim and counterclaim relate to the same contract for use of airport services.

Notwithstanding the provisions of items a. and b. above, pleading for the right to refuse performance is not permissible because of claims prior to contract or when it is based on the contract that is subject of the airport operator's claim.

1.5 Charging Procedures

Unless stipulated otherwise in the charges regulation, the minimum charge for services charged at hourly rates shall be one hour. The charges include preparation, travelling and waiting times. Time for services provided over longer periods will be rounded up to the next complete half hour.

If there is no explicit indication that the operator or driver is included in the price when machinery and vehicles are made available, an additional price will be charged for the use of personnel.

1.6 Contract Term

Contracts for which a minimum term has been agreed are renewed by twelve months if one of the contract parties fails to terminate the contract in writing with a notice period of three months to the end of the term, unless the parties agree otherwise.

Contracts without a minimum term can be terminated in writing by either contract party providing a notice period of four weeks to the end of the quarter unless the parties agree otherwise. If the end of the quarter is on a Saturday, Sunday or bank holiday, the last working day of the month shall apply.

Extraordinary right of termination:

The parties retain the right to immediate termination for an important reason. An important reason is on hand especially in the following cases:

- The debtor is in default with the payment more than two successive months.
- The liable party is in default to the airport company with a significant portion of the debt.
- The liable party is in default with the payment of a sum within a period over more than two months which corresponds with the average payment claim of two months by the airport company.

1.7 Interruptions

In the event of an outstanding payment on the part of the liable party during continuing obligations of a total of at least two monthly user fees, the airport operator is entitled to block the service to which the payment arrears relate at the liable party's expense until full receipt of payment, provided the payment claims on the part of the airport company are not disputed by the liable party. This block shall follow timely notification of same by the airport company. This shall not affect the liable party's obligation to pay the charge.

Even while a service is blocked, the liable party shall remain obliged to pay the fee agreed by contract, minus the expenses saved by the airport company.

1.8 Confidentiality

The parties are obliged to treat as confidential all information relating to the contract which is based on these general terms and conditions of business. Excerpts of or the entire offer and information contained therein may not be made available to third parties without the previous written authorization of the airport company.

This confidentiality obligation shall not apply where information, knowledge and experience

- are evidently generally known without violating the confidentiality agreement,
- were evidently already available to the parties prior to receipt thereof,
- were received from a third party without obligation to comply with a confidentiality agreement or
- were evidently drawn up independently.

For the purpose of initiation and contract performance, the airport company will record, process and use personal data where necessary. Such recording, processing and use will be carried out in accordance with statutory provisions.

1.9 Liability

The liable party shall be liable to the airport company for all damage to persons and materials caused by his behaviour or the behaviour of his employees and other agents in connection with use.

The liable party shall be liable to the airport company for damage and destruction to items provided in accordance with statutory provisions. Lost equipment or parts must be replaced by the user at his own expense. Equipment and connections may not be transferred to third parties.

The liable party will release the airport company from all third-party claims asserted in connection with performance of the task unless these third-party claims are brought about negligibly or intentionally by the airport company, its employees or other agents.

The airport company shall be liable without restriction for intent or gross negligence, causing injury to life, body or health, and in accordance with the provisions outlined in the Product Liability Law.

Without prejudice to this unrestricted liability, the airport company shall be liable for basic negligence only if essential contract obligations are breached (cardinal obligations). In the case of negligent breach of cardinal obligations, liability is limited to the foreseeable damage typical of this contract. This will also apply in cases in which the airport company assumes the custody of items if the assumption of custody is not urgently necessary for performing the task or a safe and reasonable storage alternative is available to the liable party.

Liability on the part of the airport company in the case of minor negligence for lost profits and savings shall be excluded.

The liability restrictions outlined above shall also apply to faults by the airport company's agents, representatives and employees.

Without prejudice to unrestricted liability for grossly negligent and intentional actions, causing injury to life, body or health, as well as in accordance with the guidelines of the Product Liability Law, fault-based liability on the part of the airport company is expressly excluded in accordance with § 635a BGB on account of defects already in place at the time of concluding the contract.

1.10 Data Protection

FBB processes personal data in the course of processing and executing an order. These are in particular contact data of the orderer (e.g. name, address, e-mail address and telephone number), billing data (e.g. bank account details) or data on payment behaviour. Personal data will only be transmitted to group subsidiaries or third parties commissioned to carry out and verify the order if this is necessary for the processing of the order. Further information on data processing in accordance with Art. 13 DSGVO can be found in the [data protection information sheet](#) of Flughafen Berlin Brandenburg GmbH.

The ordering party is obliged to provide information about FBB's data processing in connection with this order to its own employees, vicarious agents and service providers (data subjects). The FBB's data protection information sheet may be used for this purpose

1.11 Final Provisions

Should any part of the General Terms and Conditions prove invalid, this shall not affect the validity of the remaining provisions. The invalid part should in that case be replaced by such valid ones that come closest to the economic purpose of the invalid regulation.

Oral agreements are not made. Changes must be in writing. This is also the case for the revocation of the written form requirement.

Only the German version of the charges regulation document shall be legally binding. Translations into other languages are provided solely for information purposes.

All contracts for provision of airport services shall be governed by German law.

Entities not registered in Germany wishing to enter into a long-term business relationship with the airport operator for provision of airport services must nominate a person authorized to receive service of notices from the airport operator or its representatives, who is resident or registered in the Federal Republic of Germany. This provision also applies in cases, where a recipient of airport services migrates to another country after commencement of the business relationship. The place of jurisdiction is Berlin.

2. Aviation Management Services

2.1 Ramp Services

2.1.1 Charges for Personnel

Item	Service	Unit	Euro
21100	Airside duty manager	hour	90.00
21101	Officer-in-charge	hour	70.00
21102	Other air traffic service employees	hour	60.00

2.1.2 Vehicles and Equipment

Head of Traffic Operation
T +49 30 6091-748220

Vehicle Service
T +49 30 6091-73430

Air Traffic Service
T +49 30 6091-10180

Item	Service	Unit	Euro
	Minibus, plus driver incl. 200 km of drive, max. 7 people	hour	53.00
21200	Use of more than 3 hours	day	180.00
	Drive above 200 km	km	1.20
21201	„Follow-me“, plus driver Daily rate = 8 hours	½ hour	35.00
		day	200.00
21202	Vehicle, plus Airside duty manager	½ hour	60.00
21203	Saab friction tester, plus driver Daily rate = 8 hours	½ hour	100.00
		day	800.00
21204	Security service radio patrol car, plus driver	½ hour	30.00
21205	Street sweeper, plus driver	hour	128.00
21206	Street sweeper small, plus driver	hour	80.00
21207	Other vehicles (vehicles for winter road clearance/cleaning or for grassland maintenance, transport vehicles, industrial trucks as well as mobile elevating work platforms)		Prices on request

2.1.3 Run-up Position for Engine Run-ups

The charge for a run-up is for aircraft with a maximum takeoff weight:

Item	Service	Unit	Euro
21300	Aircraft up to 6 t MTOM	½ hour	35.00
21301	Aircraft more than 6 t and up to 10 t MTOM	½ hour	55.00
21302	Aircraft more than 10 t up to 50 t MTOM	½ hour	80.00
21303	Aircraft more than 50 t up to 100 t MTOM	½ hour	110.00
21304	Aircraft more than 100 t MTOM	½ hour	180.00
21305	on Runway	½ hour	250.00

2.1.4 Aircraft Hangar Charges

Air Traffic Service
T +49 30 6091-10180

The storage of aircraft is possible at airport Berlin-Tegel and airport Berlin-Schönefeld. The current charges are available upon request.

2.1.5 Additional Services

Item	Service	Unit	Euro
		up to 1,000 €	10%
21500	administrative charge for assignment of external personnel	up to 5,000 €	7.5%
		more than 5,000 €	5%

2.1.6 Services as part of replacement measures

Item	Service	Unit	Euro
21600	Substitute measures Aviation 1 (arrival) <i>FOD-Check; provide marshalling or operate of automated guidance system</i>	event	150,00
21601	Substitute measures Aviation 2a (parking & deboarding – walk/bus deboarding with retractable stair) <i>position wheel chocks & safety cones; safeguarding of passengers on apron</i>	event	370,00
21602	Substitute measures Aviation 2b (parking & deboarding – stand with PBB) <i>position wheel chocks & safety cones; operate loading bridge; operate FEGP (subject to availability)</i>	event	410,00
21603	Substitute measures Aviation 2c (parking & deboarding – walk/bus deboarding without retractable stair) <i>position wheel chocks & safety cones; provide & operate passenger step (1); safeguarding of passengers on apron</i>	event	520,00
21604	Substitute measures Aviation 3 (Unloading and Delivery of Baggage) <i>provide & operate equipment for unloading; provide delivery of baggage and mobility devices at aircraft doors or other agreed points; offload bulk baggage; deliver baggage to claim area</i>	event	950,00
21605	Substitute measures Aviation 4 (localization and Delivery of Baggage) <i>localizes offloaded baggage; deliver baggage to claim area</i>	event	400,00

2.2 Training management Aviation

2.2.1 Instructor

Item	Service	Unit	Euro
22100	Employee airport driving office	hour	60.00
22101	Professional instructor	hour	70.00
22102	Examiner	hour	90.00
22103	Training-partner runway-license	hour	36.75
22104	Trainer jetway/runway-license	hour	316.75

2.2.2 Vehicles

Item	Service	Unit	Euro
22200	Training vehicle small plus instructor	hour	70.00
22201	Training vehicle big plus instructor	hour	120.00

2.2.3 Training airport driving license (new application)

Item	Service	Unit	Euro
22300	Processing charge for airport driving license application	occurrence	36.75
22301	Online training airport driving license incl. exam (German)	participants	50.00
22302	Frontal training incl. exam (German)	participants	135.00
22303	Frontal training incl. exam (English)	participants	188.00
22304	Orientation tour airport driving license per location	participants	47.00
22305	Driving lesson for airport driving license	Hour	130.00
22306	Resit online training airport driving license	occurrence	21.00
22307	Cancellation/No Show	up to a week before	50% of the order value
		Less than one week before	100% of the order value

2.2.4 Training runway license

Item	Service	Unit	Euro
22400	Processing fee application runway driving license	occurence	76.75
22401	Online training runway driving license incl. test (German)	participants	120.00
22402	Frontal training runway driving license incl. exam (German)	participants	286.00
22403	Practical exam runway driving license	participants	160.00
22404	Driving lesson runway driving	hour	140.00
22405	Cancellation/No Show	up to a week before	50% of the order value

2.2.5 Training rooms

Item	Service	Unit	Euro
22500	Small trainingroom - Building 3800/3.38 (26m ²)	hour	45.00
22501	Big trainingroom - Building 3800/3.37 (53m ²)	hour	60.00

2.2.6 Training jetway permission

Item	Service	Unit	Euro
22600	Processing charge for jetway permission	occurence	36.75
22601	Online training for jetway permission	participants	50.00
22602	Practical instruction for jetway permission	hour	140.00
22603	Practice check for jetway permission	participants	67.50
22604	Training on the job for jetway permission	hour	140.00

2.3 Air Traffic Services

Item	Service	Unit	Euro
23000	Warning lamps for parked aircraft	piece/night	10.00
23001	Creation of special logo (passenger information system)	piece	335.00
23002	Provision of information in writing per flight number (except for private individuals concerned)	occurrence	50.00
23003	Employee Administration Operation	hour	75.00

2.4 Premium Services

2.4.1 VIP Service

VIP Service

T +49 30 6091 – 72780

E vip@berlin-airport.de

Item	Service	Unit	Euro
24100	Main guest (Departure or Arrival) 1 Person incl. 2 items of luggage; incl. buffet and 3-course menue à la carte	occurrence	425.00
	Travelling companion 1 Person incl. 2 items of luggage; incl. buffet and 3-course menue à la carte	occurrence	225.00
	Children < 13 years of age	occurrence	200.00
24101	Main guest transfer (arrival and departure within one day without leaving the security zone) 1 Person incl. buffet and 3-course menue à la carte	occurrence	500.00
	Travelling companion transfer 1 Person incl. buffet and 3-course menue à la carte	occurrence	290.00
	Children < 13 years of age	occurrence	200.00
24102	Meet & Greet (attendant)*	person	50.00
24103	Each additional vehicle (one vehicle included per booking: one limousine for up to three persons or one van for up to six persons)	occurrence	150.00
24104	Bus order	occurrence	Upon request
24105	Additional piece of luggage (2 pieces included per person)	person	10.00
24106	Suite (per hour)	hour	100.00
24107	Food & Beverage Premium (À la carte 1-3 courses – upgrade)	person	20.00
24108	Food & Beverage À la carte Extra (1–3 course menu)	person	40.00
24109	Food & Beverage Premium Extra (1–3 course menu)	person	60.00
24110	Rebooking	< 48 h STA/STD	20% of the order value
24111	Late Booking	< 48 h STA/STD	20% of the order value
		> 48 h STA/STD	Free of charge
24112	Cancellation	> 48 h STA/STD	Free of charge
		< 48 h STA/STD	50% of the order value

Item	Service	Unit	Euro
	No-show		100% of the order value

STA= scheduled time of arrival | STD= scheduled time of departure

*Attendants with a personal airport ID card are free of charge

2.4.2 Lounge

Lounge Tempelhof

T +49 30 6091 – 72797

E thf-lounge@berlin-airport.de

Item	Service	Unit	Euro
24200	Common Use Lounge Tempelhof Access (maximum of 3 hours)	person	40.34
	Children up to 3 years		free of charge
24202	Shower-Kit	pieces	12.61
24203	Conference Room Lounge (plus lounge access)	hour	100.00
24204	Catering Conference Room		on request

Lounge Tegel

T +49 30 6091 – 72795

E txl-lounge@berlin-airport.de

Item	Service	Unit	Euro
24201	Lounge Tegel Access (maximum of 3 hours)	person	30.25
	Children up to 3 years		free of charge
24205	Shower-Kit	pieces	12.61
24206	Conference Room Lounge (plus lounge access)	hour	100.00
24207	Catering Conference Room		on request

2.4.3 Meet & Assist Service

VIP-Service

T +49 30 6091 – 72780

E vip@berlin-airport.de

Item	Service	Unit	Euro
24300	Meet & Assist Service Terminal Departure/Arrival (60 minutes Meet & Assist service for up to 5 persons, excl. Lounge, incl. parking in P1 for the period of the Meet & Assist Service)	occurrence	300.00
24301	Each additional 30 minutes (Departure/Arrival)	0.5 hour	100.00
24302	Luggagehandling up to 10 pieces of luggage	occurrence	90.00
24303	Each additional piece of luggage	piece	10.00
24304	Late Booking (up to 24hours before check-in)	20% of booking value	
24305	Change of booking (on the day of the booking)	occurrence	50.00
24306	Cancellation	up to 24hours before check-in	free of charge
		less than 24 hours before check-in	50% of booking value
		no-show	100% of booking value

2.4.4 VIP Ramp Transfer

VIP-Service

T +49 30 6091 – 72780

E vip@berlin-airport.de

Item	Service	Unit	Euro
24400	Departure/Arrival VIP Ramp Transfer excl. use of lounge	occurrence	500.00
24401	Luggagehandling up to 10 pieces of luggage	occurrence	90.00
24402	Each additional piece of luggage	piece	10.00
24403	Use of lounge	person	60.00
24404	Late Booking (up to 24hours before check-in)	20% of booking value	
24405	Change of booking (on the day of the booking)	occurrence	50.00
24406	Cancellation	up to 24hours before check-in	free of charge
		less than 24 hours before check-in	50% of booking value
		no-show	100% of booking value

2.5 Terminal Management

2.5.1 Charges for Personnel

Terminal Management
T +49 30 6091 – 10850
E ebt_tvd@berlin-airport.de

Item	Service	Unit	Euro
25100	Terminal duty manager	hour	90,00
25101	Officer-in-charge	hour	70,00
25102	Other terminal management service employees	hour	60,00
25103	Employee administration Terminal Management	hour	75,00

3. Airport fire department and medical services

Fire Department Control Center

T SXF +49 30 6091-13000

E leitstelle.feuerwehr@berlin-airport.de

3.1 Airport Fire Department

3.1.1 Hourly rate for Personnel

Item	Service	Unit	Euro
31100	Middle grade of the civil service	½ hour	38.03
31101	Upper grade of the civil service	½ hour	51.68
31102	High grade of the civil service	½ hour	68.55

3.1.2 Fire safety advice or services

Plus Travel expenses and additional costs

Item	Service	Unit	Euro
31200	Fire protection consultation and consultations for special corporate regulations	hour	105.00
31201	Appointment of the fire protection officer as per DGUV-I 205-003	hour	105.00
31202	Training, Instruction, Information events and Seminars	hour	105.00

3.1.3 Vehicles and Equipment, without personnel

Item	Service	Unit	Euro
31300	Command vehicle with driver	½ hour	59.00
31301	Airport fire fighting truck	½ hour	509.00
31302	Salvage tank fire-fighter vehicle	½ hour	179.00
31303	Other large vehicles > 3.5t)	½ hour	219.00
31304	Other small vehicles (< 3.5t)	½ hour	42.00
31305	Other trailers	½ hour	19.00

Item	Service	Unit	Euro
31306	Pressure hose with valve	24 hours	15.00
31307	Submersible pump with hose material	24 hours	39.00
31308	Hydrant with key	24 hours	9.00
31309	Respirator mask	hour	7.00
31310	Protective respirator and regulator	hours	19.00

3.1.4 Materials

Item	Service	Unit	Euro
31400	Oil binding agent pulverous excl. disposal	kg	5.00
31401	Oil binding agent liquid	Liter	25.00
31402	Oil binding agent pulverous incl. disposal	kg	7.50
31403	Rent for portable fire extinguisher	piece/24 hours	18.00
31404	Rent for fire extinguisher	piece/24 hours	50.00
31405	Maintenance of portable fire extinguisher	piece	38.00
31406	Maintenance of mobile fire extinguisher	Piece	85.00

3.1.5 Fire protection and Additional Services

Item	Service	Unit	Euro
31500	Fire prevention during fueling and defueling of aircraft	occurrence	580.00
31501	Alarm run for false triggering of a fire alarm system	occurrence	1260.00
31502	Fire security guard per employee (see personnel hourly rate)	hour	76.00
31503	Fire safety guard with vehicle (incl. 2 employees)	hour	407.00
31504	Testing and maintenance SCBA complete (with respirator and regulator)	piece	69.00
31505	Inspection and maintenance respirator	piece	22.00
31506	Inspection, cleaning and drying of hose	piece	15.00
31507	Inspection surface-/underground hydrant	piece	55.00

* The elimination of the contamination and possible secondary damages (e.g. contamination of sewage system) as well as the binding agent necessary for eliminating the fuel/hazardous material, including disposal of special refuse will be invoiced in each case according to costs occurred and/or consumption separately. All other services – as far as not mentioned - will be charged according to the appropriate effort (personnel, vehicles, equipment, and material). The amount of work for rebuilding of used equipment into reliable status will be charged separately. Replacement parts and material will be charged according to effective price list of manufacturer.

3.1.6 Fire Service Education and Training Centre (FTAZ) at Berlin-Schönefeld airport**

Training and Instruction

Item	Service	Unit	Euro
31600	Trainer	hour	76.00
31601	Theoretical training and practical exercise with hand fire extinguisher including equipment and material	participant	49.00
31602	Theoretical training fire protection evacuation assistant including practical exercise with hand fire extinguisher including equipment and material	participant	60.00
31603	Theoretical training evacuation helpers including practical fire drill including equipment and material (at least 10 participants)	participant	60.00
31604	Theoretical training AED-defibrillator	participant	19.00
31605	Theoretical training and practical exercise VR- Technology (at least 6 participants)	participant	105.00

** The minimum number of participants is fixed. If the training is desired even though the minimum number of participants cannot be reached, the training will still be charged for the minimum number of participants required.

Training and Material - Cancellations

Item	Service	Unit	Euro
31650	Exercise on area fire simulator (without consumables / at least 6 participants)	hour	95.00
31651	Exercise on engine/landing gear (without consumables / at least 6 participants)	hour	79.00
31652	Fire exercise building (without consumables / at least 6 participants)	hour	79.00
31653	Combination of area fire simulator and fire exercise building or engine/landing gear (without consumables / at least 6 participants)	participant	259.00
31654	Gas/ Extinguishing agent (consumable)	Current market price in kg	

Item	Service	Unit	Euro
31655	Cancellation	up to a week before	50% of the order value
		Less than one week before	100% of the order value

3.1.7 Aircraft Recovery Equipment

Item	Service	Unit	Euro
31700	Pod outfitting equipment	occurrence/ max. 24 hours	1,445.00
31701	Pod recovery mats	occurrence/ max. 24 hours	410.00
31702	Pod wood	occurrence/ max. 24 hours	525.00
31703	Recovery dolly 2 t	occurrence/ max. 24 hours	1,200.00
31704	Recovery dolly 7 t	occurrence/ max. 24 hours	2,885.00
31705	Recovery dolly 45 t	occurrence/ max. 24 hours	6,645.00
31706	Pod Sling gear with accessories	occurrence/ max. 24 hours	1,260.00
31707	Pod Centre pivot plate, cross brace with load hook lifting straps	occurrence/ max. 24 hours	7,885.00
31708	Air compressor	occurrence/ max. 24 hours	795.00
31709	Wing pick-up device 50 t	occurrence/ max. 24 hours	5,110.00
31710	Pod Aircraft lifting cushions	occurrence/ max. 24 hours	8,390.00
31711	Pod contour adaptation with accessories	occurrence/ max. 24 hours	6,695.00

3.2 Medical Services

3.2.1 Medical Services and Equipment

Item	Service	Unit	Euro
32100	Paramedics	hour	76.00
32101	First aid post with vehicle / transporting disabled persons	hour	194.00

4. Safety

4.1 ID Services and Authorization

Service Center

T +49 30 6091-77500

4.1.1 Issuing of Airport ID-Badge

Item	Service	Unit	Euro
41100	Airport ID-Badge (with photo and dispenser) Valid for max. 5 years	piece	90.00
41101	Day Replacement Airport ID-Badge	piece	20.00
41102	Visitor Pass	piece	25.00
41103	Not returned/not timely Return of Airport ID-Badge	piece	40.00
41104	Replacement Airport ID-Badge for less of ID	piece	95.00
41105	VIP ID-Badge	piece	20.00
41106	First ID construction site	piece	12.61
41107	Replacement ID construction site for lost ID	piece	16.81

4.1.2 Vehicle and Driving Permit Registration

The following charges are payable for the issuing of a driving permit in accordance with the Airport Manual for driving through the airport security areas:

Item	Service	Unit	Euro
41200	Vehicle License (max. valid for 1 day)	piece	15.00
41201	Vehicle License Company Vehicle (max. valid for 2 years)	piece	80.00
	Vehicle License Private Vehicle (max. valid for 2 years)	piece	220.00
41202	Replacement Vehicle License for Loss of License	piece	85.00
41203	Replacement Vehicle License (valid for 7 days)	piece	15.00
41204	Not returned/not timely Return of Vehicle Licence	piece	35.00
41205	Prolongation apron driving license	piece	50.00

4.1.3 Issuance of Security IDs (§7 Aviation Security Act)

Issuance of security IDs (according to security ID regulations) requires a background check by the supervisory authority pursuant to article 7 Aviation Security Act. The airport is obliged to charge the incurred fee on behalf of the authority. Therefore when presenting invoices for issuance of IDs, the airport is obligated to include this as an additional item and reimburse the authority for this.

Also applicable for personnel of security passes who attended a security training according to the standard of the national aviation safety agency (§ 9 Aviation Security Act) or other airports (§ 8 Aviation Security Act) Exceptions are made, according to the regulation of the BMI, for employees of airlines that have handed in a written proclamation (to the security department of the airport) to conduct to the security training regulation.

Item	Service	Unit	Euro
41300	Issuance of security IDs	piece	56.00
41301	Administrative charge for repetition test	occurrence	56.00
41302	Cancellation of Running Application of Background Check	occurrence	25.00
41303	Administrative Charge for Approval of Background Check Certificates	piece	8.00
41304	Renewal of a certificate	Piece	20.00
41305	Implementation of Authority Notifications	Piece	25.00

4.1.4 Aviation Security Training by the National Aviation Safety Agency (LuftSiSchuIV)

Item	Service	Unit	Euro
41400	Security Training (E-Learning)	participants	50.00
41401	Administrative Charge Security Training	occurrence	36.75
41402	Head-on training of safety awareness incl. test (4h)	participants	128.50

4.2 Additional Security Services

4.2.1 Key Services

Servicecenter

T +49 30 6091-77503

Item	Service	Unit	Euro	
42100	Making of additional and/or replacement keys	piece	According to price list	
42101	Key imprint (consecutive cylinder)	piece	3.00	
42102	Making of additional and/or replacement cylinder	piece	According to price list	
42103	Replacement cylinder	½ hour	60.00	
42104	Administration charge of key loss (per key)	piece	15.00	
42105	Administration charge to the total amount charged	occurrence	10% of the net price	
42106	Handing of application of key and locking authorization	occurrence	30.00	
42107	Issue of access authorization/Coding of identity cards	per zone	5.00	
42108	Issue of a service card incl. processing fee	parking permit	piece	20.00
		locking authorization	piece	60.00
42109	Issue of a crew key card incl. processing fee	Stück	65.00	
42110	Initial setup slot/user in the key safe	occurrence	60.00	
42111	Setting up additional users in the key safe	per user	20.00	
42112	Setting up your own key safe		upon request	

4.2.2 Developing of Security Concepts

Item	Service	Unit	Euro
42200	Administration charge of aviation authority	occurrence	Charge according to the appropriate effort
42201	Concept Development incl. 2 Location Inspections	affected area (m²)	1.00
42202	Special ID-Badges/Special Driving Permissions	piece	7.50

4.2.3 Deployment of security forces

Item	Service	Unit	Euro
42300	Ad hoc escort in the security area by aviation security guard (escort of goods that cannot be screened)	per ½ hour or part thereof	60.00
42301	Ad hoc mobile escort in the security area by security guard	per ½ hour or part thereof	50.00
42302	Accompaniment of embassies (max. 3 persons)	per hour or part thereof	91.89
42303	Opening or closing of doors (provided consent of the owner / tenant has been obtained)	per ½ hour or part thereof	60.00
42304	Handling fee for breach of safety/security regulations	occurrence	50.00
42314	Administrative fee for gross breach of safety/security regulations	occurrence	380.00

Hourly rates for staff

The following staff assignments are subject to a minimum order time of 4 hours. A surcharge of 50% will be levied for assignments on Sundays and public holidays.

Item	Service	Unit	Euro
42305	Security supervisor (coordination of all necessary measures) (Order lead time > 72 hours)	4 h (minimum order time)	313.48
		each additional hour	78.37
42306	Security supervisor (coordination of all necessary measures) (Order lead time < 72 hours)	4 h (minimum order time)	452.40
		each additional hour	113.10
42307	Aviation security screener (Order lead time > 72 hours)	4 h (minimum order time)	282.00
		each additional hour	70.50
42308	Aviation security screener (Order lead time < 72 hours)	4 h (minimum order time)	352.48
		each additional hour	88.12
42309	Airport security guard (Order lead time > 72 hours)	4 h (minimum order time)	226.20
		each additional hour	56.55
42310	Airport security guard (Order lead time < 72 hours)	4 h (minimum order time)	282.76
		each additional hour	70.69
42311	Additional costs escort/guiding services with vehicle	per hour	30.00

4.2.4 Additional Services

Item	Service	Unit	Euro
42400	Mail service at Berlin-Brandenburg for companies with existing post of attorney	month	20.00
42401	Reversal of background check ("ZÜ") and airport ID card application	piece	30.00
42402	Adaption of master data	piece	30.00
42403	Processing fee for other applications	piece	30.00
42404	Registration certificate (online request)	occurrence	12.00

5. Information and Communication Technology

IT Service Management

T +49 30 6091-12600

F +49 30 6091-73803

E it-service-autraege@berlin-airport.de

IT Sales

T +49 30 6091-12600

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E it-sales@berlin-airport.de

5.1 IT Customer Service

Item	Service option	Service	Unit	Euro
51000	2001	Engineer / system planner	hour	120.00
51001	2002	Technician / service employee	hour	110.00
51002	2003	Project Manager	hour	140.00

5.2 Telecommunication

Item	Service option	Service	Service fee Installation / change / move Euro	Monthly fee Euro
52000	9003	telephone line "Basis" incl. desk phone Servicelevel „Silber“	90.00	
	0301			25.50
52001	9003	telephone line "Basis" incl. desk phone Servicelevel „Gold +“	90.00	
	0302			33.50
52002	9003	telephone line "Komfort " incl. desk phone Servicelevel „Silber“ Incl. team function / group-call	90.00	
	0303			28.00
52003	9003	telephone line "Komfort " incl. desk phone Servicelevel „Gold +“ Incl. team function / group-call	90.00	
	0304			38.00
52004	9003	Fax-line analogue without fax machine Servicelevel "Gold+"	90.00	
	0307			27.00

5.3 Radio services

Item	Service option	Service	Service fee Installation / change / move Euro	Monthly fee Euro
53000	9005 0401	Air-to-ground radio – Transceiver stationary	250.00	199.00
53001	9005 0402	Air-to-ground radio – Transceiver mobile	250.00	199.00
53002	9005 0419	Localization transmitter	250.00	36.50
53003	0421	TETRA-FBB Accessories S	156.00	
53004	0422	TETRA-FBB Accessories M	430.00	
53005	0423	TETRA-FBB Accessories L	787.00	
53006	0424	TETRA-FBB Installation of Car Radios	699.00	
53007	0425	TETRA-FBB Car Radio		107.00
53008	0426	TETRA-FBB Handheld Radio		61.50
53009	0427	TETRA-FBB Intercom Station		564.00

5.4 Aviation and Terminalmanagement

Item	Service option	Service	Service fee Installation / change / move Euro	Monthly fee Euro
54000	2001 0804	FARMS – Online interface	depending on complexity	509.00
54001	9008 0805	FARMS – Offline interface	250.00	135.00
54002	9008 0812	WEBIS – Web Flight Display	250.00	120.00

5.5 Object security service

Item	Service-option	Service	Service fee	Monthly fee
			Installation / change / move Euro	Euro
55000	1308	Offline locking cylinder standard inside door	792.00	
55001	1309	Offline locking cylinder standard external door	932.00	

5.6 Display services

Item	Service option	Service	Service fee	Monthly fee
			Installation / change / move Euro	Euro
56000	9009	FIDS Display Small incl. Controller und LAN-interface display size: 12" – 22"	250.00	
	1601			162.00
56001	9009	FIDS Display Medium incl. Controller und LAN-interface display size: 30" – 34"	250.00	
	1602			204.00
56002	9009	FIDS Display Large incl. Controller und LAN-interface display size: 55"/57"	250.00	
	1603			299.00

5.7 Data network infrastructure

Item	Service option	Service	Service fee	Monthly fee
			Installation / change / move Euro	Euro
57000	9011	Single Port 10/100/1000 Mbit/s Servicelevel "Gold"	125.00	
	1701			62.00
57001	9011	Single Port 10/100/1000 Mbit/s Servicelevel "Gold+"	125.00	
	1702			92.00
57002	9012	Multisite network connection 100 Mbit/s Customer VLAN	250.00	
	1703			41.00

Item	Service option	Service	Service fee	Monthly fee
			Installation / change / move Euro	Euro
57102	9012	Multisite network connection 300 Mbit/s Customer VLAN	250.00	
	1737			93.00
57202	9012	Multisite network connection 600 Mbit/s Customer VLAN	250.00	
	1738			145.00
57302	9012	Multisite network connection 1000 Mbit/s Customer VLAN	250.00	
	1739			215.00
57003 ¹	9012	Provider forwarding Q in Q 100 Mbit/s Servicelevel „Gold“	250.00	
	1706			135.00
57004 ¹	9012	Provider forwarding Q in Q 100 Mbit/s Servicelevel „Gold+“	250.00	
	1707			223.00
57104 ¹	9012	Provider forwarding Q in Q 300 Mbit/s Servicelevel „Gold“	250.00	
	1731			188.00
57204 ¹	9012	Provider forwarding Q in Q 300 Mbit/s Servicelevel „Gold+“	250.00	
	1732			275.00
57304 ¹	9012	Provider forwarding Q in Q 600 Mbit/s Servicelevel „Gold“	250.00	
	1733			240.00
57404 ¹	9012	Provider forwarding Q in Q 600 Mbit/s Servicelevel „Gold+“	250.00	
	1734			328.00
57504 ¹	9012	Provider forwarding Q in Q 1000 Mbit/s Servicelevel „Gold“	250.00	
	1735			310.00
57604 ¹	9012	Provider forwarding Q in Q 1000 Mbit/s Servicelevel „Gold+“	250.00	
	1736			398.00
57005	9011	Single port for server connection	125.00	
	1708			144.00
57006	9012	Data center Link Campus BER 10 Mbit/s Servicelevel „Gold“	250.00	
	1709			49.00

¹Service can only be ordered by provider. Questions about the ordering process are answered by IT Sales

Item	Service option	Service	Service fee	Monthly fee
			Installation / change / move Euro	Euro
57007	9012	Data center Link BER 10 Mbit/s Servicelevel "Gold+"	250.00	
	1710			66.00
57008	9012	Data center Link BER 100 Mbit/s Servicelevel "Gold"	250.00	
	1711			124.00
57009	9012	Data center Link BER 100 Mbit/s Servicelevel "Gold+"	250.00	
	1712			223.00
57010	9011	VPN Site to Site connection Servicelevel "Gold"	125.00	
	1713			69.00
57011	9011	VPN Site to Site connection Servicelevel "Gold+"	125.00	
	1714			94.00
57012	9011	Internet connection ADSL	125.00	
	1716			60.50
57013	9012	Internet Business 2Mbit/s guaranteed, symmetric bandwidths 2Mbit/s 1 static IP address minimum contract duration: 12 month Servicelevel „Gold“	250.00	
	1717			162.00
57014	9012	Internet Business 2Mbit/s guaranteed, symmetric bandwidths 2Mbit/s 1 static IP address minimum contract duration: 12 month Servicelevel „Gold+“	250.00	
	1718			219.00
57015	9012	Internet Business 6Mbit/s guaranteed, symmetric bandwidths 6Mbit/s 1 static IP address minimum contract duration: 12 month Servicelevel „Gold“	250.00	
	1719			336.00
57016	9012	Internet Business 6Mbit/s guaranteed, symmetric bandwidths 6Mbit/s 1 static IP address minimum contract duration: 12 month Servicelevel „Gold+“	250.00	
	1720			453.00
57017	9012	Internet Business 10Mbit/s guaranteed, symmetric bandwidths 10Mbit/s 1 static IP address minimum contract duration: 12 month Servicelevel „Gold“	250.00	
	1721			477.00
57018	9012	Internet Business 10Mbit/s guaranteed, symmetric bandwidths 10Mbit/s 1 static IP address minimum contract duration: 12 month Servicelevel „Gold+“	250.00	
	1722			644.00

Item	Service option	Service	Service fee	Monthly fee
			Installation / change / move Euro	Euro
57019	9012	Internet Business 20Mbit/s guaranteed, symmetric bandwidths 20Mbit/s 1 static IP address minimum contract duration: 12 month Servicelevel „Gold“	250.00	
	1723			719.00
57020	9012	Internet Business 20Mbit/s guaranteed, symmetric bandwidths 20Mbit/s 1 static IP address minimum contract duration: 12 month Servicelevel „Gold+“	250.00	
	1724			971.00
57021	9012	Internet Business 100Mbit/s guaranteed, symmetric bandwidths 100Mbit/s 1 static IP address minimum contract duration: 12 month Servicelevel „Gold“	250.00	
	1725			1,181.00
57022	9012	Internet Business 100Mbit/s guaranteed, symmetric bandwidths 100Mbit/s 1 static IP address minimum contract duration: 12 month Servicelevel „Gold+“	250.00	
	1726			1,594.00
57023	9011	Additional static IP address	125.00	
	1727			10.50
57024	9012	WiFi connection (IEEE 802.11b/g/n) per customer SSID and per access point	250.00	
	1728			65.00

5.8 Data center service

Item	Service option	Service	Service fee	Monthly fee
			Installation / change / move Euro	Euro
58000	9016	data center usage per 19" Rack incl. operating cost Servicelevel „Gold“	250.00	
	1901			682.00
58001	9016	data center usage per 19" Rack incl. operating cost Servicelevel „Platin“	250.00	
	1902			920.00
58002	9015	data center usage per 19" unit incl. operating cost Servicelevel „Gold“	125.00	
	1903			51.00
58003	9015	data center usage per 19" unit incl. operating cost Servicelevel „Platin“	125.00	
	1904			84.00

5.9 Call connection fees

The tariff is calculated in minutes. Each call is billed per minute or part thereof. No discounts are granted for volume scales.

Item	Service option	Service/Connection zone		Euro per timeunit
59000	0318	Connection zone national	National call	0.03
59001	0319	Connection zone international	World	0.17
59002	0320	Connection zone mobile	Mobile phone provider	0.17
59003	0321	BER-Service for	0180-1, 0180-2, 0180-3	0.18
59004	0322	BER-Service for	0180-5	0.26
59005	0323	Special number per call		0.20

6. Corporate Communications

Corporate Communications

T +49 30 6091-70100

F +49 30 6091-70070

E pressestelle@berlin-airport.de

6.1 Film and Photo Shootings

In principle, all non-journalistic commercial video, photo or audio recordings at Willy-Brandt BER Airport must be authorised by FBB Corporate Communications (GK) at its own discretion. Notwithstanding this free exercise of discretion, non-journalistic, commercial video, photo or audio recordings may be restricted, withdrawn, postponed to another date or refused without giving reasons. To clarify: commercial video, photo and audio recordings are also those that adopt non-commercial video, photo or audio recordings (e.g. from social media) and make them part of a commercial production.

Photo, audio or film recordings made on the occasion of current journalistic reporting, private photo recordings and photo or film recordings made on behalf of airlines or other process partners exclusively for training and internal advertising purposes are free of charge.

Item	Service	Unit	Euro
61000	Location scouting incl. photo shooting	employer / hour	100.00
	Surcharge for additional expenses see item no. 61006 and 61007	each additional hour	50.00
61001	Photo shootings	hour	150.00
	Surcharge for additional expenses see item no. 61006 and 61007	each additional hour	100.00
		unplanned additional hour	200.00
61002	Film and TV	hour	300.00
	Surcharge for additional expenses see item no. 61006 and 61007	each additional hour	250.00
		unplanned additional hour	350.00
61003	Photo/film motive	pieces	1,500.00
61004	Flat charge for photo and shootings (Accrues with every project)	employer / hour	100.00
61005	Safety Officer Surcharge for additional expenses see item no. 61006 and 61007	hour	50.00
61006	Surcharges personnel	at night, from 8 p.m. to 6 a.m., and on Sundays and public holidays	50%
61007	Surcharges film and photo shooting	Aviaiton Security Area	50%

6.2 Other special services / cancellations

Item	Service	Unit	Euro
62000	Parking/ Usage priority lane terminal 1 level 1	day	200.00
62001	Parking / Area for vehicle fleet	day	500.00
62002	Electrical power film/photo shooting	day	150.00
62003	Cleaning fee (per started day)	hour	150.00
		each additional hour	40.00
62004	Other special services	occurrence	on request
62005	Rental of Counter for film shootings (incl. operating costs)	day	500.00

Item	Service	Unit	Euro
62100	Cancellation fee according to the following time frames (data in working days Mon - Fri)	Until 10 days before	free of charge
		7-9 days before	20%
		4-6 days before	30%
		1-3 days before	40%
		no show	100%

7. Room Rental

7.1 Conference center BER, Willy- Brandt.-Straße 1c, 12529 Schönefeld

E conference-catering@berlin-airport.de

The calculation unit is subject during opening hours (10.00 – 18.00 o'clock).

Item	Service	Unit	Euro
71000	Room 109 (max. 12 persons)	day	150.00
71001	Room 110 (max. 4 persons)	day	100.00
71002	Room 111 (max. 14 persons)	day	150.00
71003	Small hall (max. 30 persons)	day	400.00
71004	Big hall (max. 150 persons)	day	750.00
71005	General organization fee	One-off charge	50.00
		< 72 hours	50% of the order value
71006	Cancellation	< 24 hours	75% of the order value
		No-Show	100% of the order value

7.2 Dialog- Forum, Mittelstraße 11, 12529 Schönefeld

Personal & Organisation

E personalentwicklung@berlin-airport.de

The calculation unit is subject during opening hours (10.00 – 18.00 o'clock).

Item	Service	Unit	Euro
71007	Studio R.113 (max. 200 persons)	day	750,00
71008	Bibliothek R.111 (max. 25 persons)	day	400,00
71009	Atelier R.100.07 (max. 15 persons)	day	150,00
71010	Bootshaus R.100.09 (max. 16 persons)	day	150,00

Item	Service	Unit	Euro
71011	Gewächshaus R.100.01 (max. 6 persons)	day	100,00
71012	Paperbox R.100.02 (max. 6 persons)	day	100,00
71013	Sternwarte R.112 (max. 6 persons)	day	100,00
71014	Allgemeine Organisationspauschale	One-off charge	50,00
71015	Cancellation	< 72 Std.	50 % of the order value
		< 24 Std.	75 % of the order value
		No-Show	100 % of the order value

8. Miscellaneous Services

8.1 Other services of FBB Employees

Services provided by FBB employees that do not fall under the services listed in paragraphs 1 to 7 will be charged accordingly for each individual employee.

Item	Service	Unit	Euro
81000	Other services of FBB employee	hour	99,00

8.2 Supply Services

T +49 30-6091 87233

As a 100% subsidiary of Flughafen Berlin Brandenburg GmbH, FEW (Flughafen Energie & Wasser GmbH) operates the supply and disposal systems at Berlin Airport. The company is responsible for the construction and operation of infrastructure networks as well as for the generation, provision and billing of supplied media. This includes in particular the electricity, water, waste water, heating and cooling networks, supplying tapping points connected to these networks, and waste water disposal.

Further information at:

<http://few.berlin-airport.de/startseite/>

<http://few.berlin-airport.de/fuer-gewerbekunden/netzanschluss/>

8.3 Insurance Services

T +49 30 6091-70167

E versicherung@berlin-airport.de

FBB Airport Assekuranz Vermittlungsgesellschaft mbH assumes the arrangement and management of all types of insurance including reinsurance for Flughafen Berlin Brandenburg GmbH as well as employee business and execution of all associated transactions, including processing insurance claims from the portfolio, in accordance with the basic statutory principles, with the exception of activities in accordance with the Legal Advice Act.