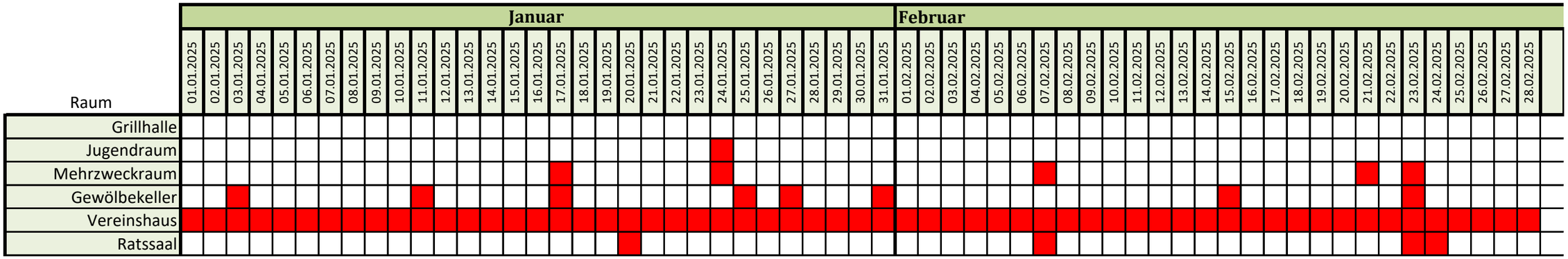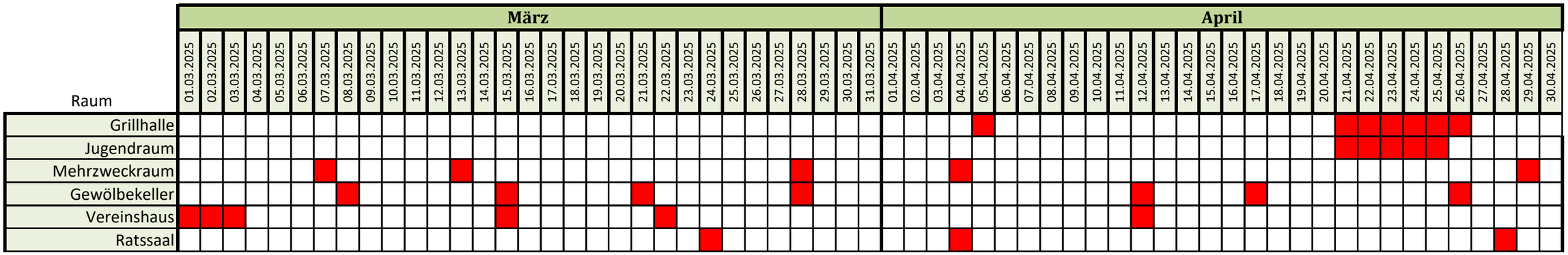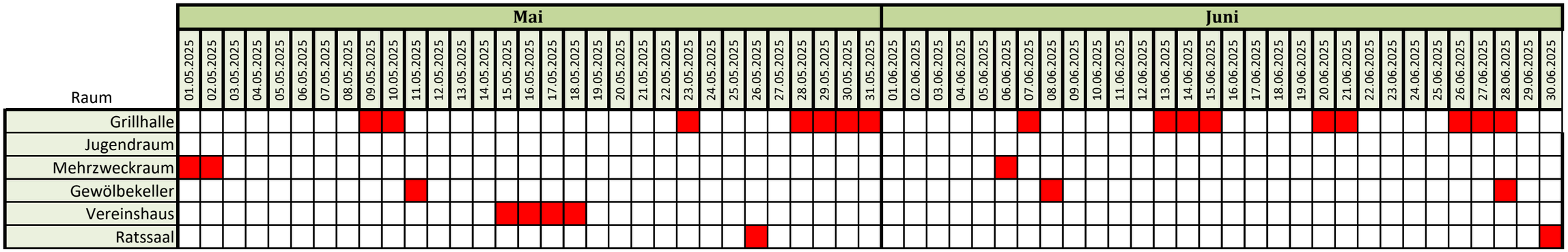Belegungsplan Veranstaltungsräume 2025