

HOUSE RULES FOR EVENTS AT VIENNA CITY HALL

1010 VIENNA, LICHTENFELSGASSE 2

1. These House Rules shall be applicable to Vienna City Hall, including courtyards, stairways, ancillary rooms and any spaces and locations made available for events. If the square in front of Vienna City Hall is used for events, these House Rules shall apply *mutatis mutandis*.
2. Municipal Department 34 – Infrastructure Services (hereinafter referred to as "IS") is responsible for City Hall facility management.
3. Municipal Department 68 – Vienna City Hall Guards (hereinafter referred to as "CHG") is part of the Vienna Fire Department and, as an in-house safety and security task force, in charge of all safety and security-related tasks (fire security and general security) at City Hall. Instructions issued by CHG must be strictly adhered to at all times.
4. The provisions of the Vienna Events Act (*Wiener Veranstaltungsgesetz*), Vienna Law Gazette *LGBl.* No. 12/1971 as amended and of the Vienna Event Locations Act (*Wiener Veranstaltungsstättengesetz*) Vienna Law Gazette *LGBl.* No. 04/1978 as amended apply to all events, either directly if events are subject to the Vienna Events Act, or *mutatis mutandis* if events are not subject to the Vienna Events Act, but application of its provisions is required to ensure the safety and security of event participants. Other statutory provisions may apply as appropriate (the Austrian Tobacco Act (*Tabakgesetz*), Federal Law Gazette *BGBI.* No. 431/1995 as amended, the Vienna Youth Protection Act (*Wiener Jugendschutzgesetz*), Vienna Law Gazette *LGBl.* No. 17/2002 as amended, etc.). These House Rules are based on the relevant provisions of these Acts. The provisions set forth in these House Rules must be strictly complied with.
5. Public events will be permitted only if the event organiser is able to produce the respective application filed with the relevant municipal department. It shall be incumbent upon the event organiser to obtain any other permits required for events.
6. All City Hall event spaces taken together offer a maximum capacity of 3,460 persons plus 20 persons in wheelchairs. Depending on the kind of event, the authorities may further restrict these numbers. The officially approved capacity of the event spaces must not be exceeded.
7. It is not permitted to bring animals to events, with the exception of guard dogs and assistance dogs.
8. Depending on the amount of free space available, CHG decides on whether or not motor vehicles may enter the courtyards for delivery purposes. The parking of motor vehicles beyond the time needed for deliveries is subject to approval by CHG or instructions issued by IS.
9. Outside contractors must not use the freight elevators unless authorised accordingly by IS. Transport routes to the various rooms and locations must always be coordinated with IS.
10. In order to avoid any damage being caused, only transport aids fitted with rubber tires may be used for transports to event rooms and locations. As a general rule, any transports as well as the putting up of scaffolding and ladders or the erection of any kind of superstructure shall be subject to approval by IS. The event organiser shall be liable for any damage inflicted.
11. Nothing whatsoever may be mounted on or affixed to walls, window frames, window panes and leaded-light windows. To ensure protection of wallpapers, tapestries and stone wainscoting, it is not permitted to use adhesive tape, pins or cords. Only free-standing structures may be used.
12. Nothing whatsoever may be mounted on or affixed to chandeliers and wall lightings.
13. Nothing whatsoever may be suspended from the ceilings.
14. In the case of lighting scaffolding or various stage structures, event organisers must produce proof of structural safety in terms of stability and operational safety, and, for any extra electrical installations, a certificate pursuant to the standard ÖVE-EN2. Anti-climbing protection in the form of fabric or wooden panels up to a height of 2.5m must be provided for scaffolding, or, if this is not feasible, supervisory staff must be in place to guard against climbing. IS, where applicable in coordination with the events authority, reserves the right to impose any further safety and security measures in connection with scaffolding.
15. IS reserves the right to collect a deposit, which has to be provided 14 days prior to the start of the event.
16. Any changes in access and escape routes must be coordinated with CHG and IS. The work for erecting any structures at the Town Hall must not obstruct existing escape routes. Fire extinguishing equipment and emergency exit indicators must remain accessible and visible.
17. Any presentations or performances involving open fire as well as the storing of flammable substances, liquid gas or pressurized gas are allowed only subject to approval by the events authority and following consultation with CHG.
18. Combustible gas must not be used in events held at Vienna City Hall.
19. Before and after the event, a joint inspection (event organiser, IS) of the site must be carried out in order to identify and record any potential damage. Should the event organiser have taken out insurance, a representative of the insurance company must also take part in the inspection. Any damage caused shall be repaired at the event organiser's expense.
20. The event organiser or their caterers must see to it that a cleaning team will, on an ongoing basis, collect and dispose of any bottles, cans, glasses, etc. left standing or lying around.
21. The event organiser has to implement access control measures already at the entrance to Vienna City Hall.
22. Persons visibly under the influence of alcohol or drugs or persons severely disrupting the event may be denied admittance to, or be removed from, Vienna City Hall by CHG.
23. IS may obligate the event organiser to contract with an outside security service (hereinafter referred to as supervisory service) for the duration of the event.
24. Where the event organiser relies on the support of a supervisory service, the event organiser must also notify CHG of this fact in due time (usually at the preparatory meetings with IS), but in any case not later than two days prior to the event.
25. The supervisory service shall in all matters be bound by the instructions issued by CHG staff members. The exercise of householder's rights shall lie exclusively with CHG.
26. The head of any supervisory service contracted for an event shall report with the respective CHG officer on duty at least an hour before the beginning of the event. CHG shall determine the number, locations and tasks of the supervisory service members.
27. If, in special cases, supervisory service members are equipped with pepper spray, truncheons, or similar items, CHG must be notified accordingly without fail. It is up to CHG to decide upon allowing or denying the use of such additional equipment. The carrying of fire arms is forbidden on principle.
28. IS and CHG must be able to reach the head of the supervisory service throughout the entire duration of the event (wireless or mobile phone).
29. Supervisory service staff must be clearly identifiable, for instance by means of uniform clothing (e.g. T-shirts with pertaining labels, possibly caps) or tags on plain clothes. The type of such labelling or uniform must be coordinated with CHG.
30. In the event of extraordinary incidents, such as accidents, administration of first aid, commotions, brawls, etc., the event organiser or the head of the supervisory service must immediately notify CHG.
31. If other emergency services (fire fighters, police, ambulance services) or a doctor need to be called in by the event organiser or the supervisory staff, this has to be done via CHG staff members. If this is not possible for good reason, CHG must at least be notified immediately following such an emergency service call.
32. Denying admittance to event spaces because they are filled to capacity or because of extraordinary incidents and revoking such measures again shall be possible only upon instruction by CHG. The event organiser and the supervisory staff are under the obligation to strictly adhere to and instantly implement any such instructions. If admittance is denied, even persons who are in possession of a valid (previously bought) admission ticket may not be admitted or may be removed from City Hall premises.
33. Any legal claims under private law arising from such action shall be dealt with by the event organiser. Likewise, the event organiser shall bear any and all cost arising from instructions by a public authority or other public administration measures or from failure to comply with statutory provisions, requirements imposed by a public authority or these House Rules.
34. At the end of events where a supervisory service is used, a debriefing shall be held between the head of the supervisory service, the event organiser, an IS staff member and the CHG commanding officer on duty.
35. Smoking is prohibited throughout Vienna City Hall (for exemptions, please refer to the Tobacco Act, Federal Law Gazette *BGBI.* No. 431/1995 as amended). The event organiser shall be responsible for implementing and ensuring compliance with the ban on smoking.
36. Persons who contravene these House Rules or do not follow instructions given by CHG staff members may be urged to leave City Hall premises, any further legal action notwithstanding.
37. The penal provisions under the Vienna Events Act shall apply.

Vienna, 5 April 2012

Municipal Department 34
Building and Facility Management
Infrastructure Services
A-1082 Vienna, Rathaus, Felderstrasse 1a

For the Head of Department:

Stefan Novotny

**Municipal Authorities of City of Vienna
Municipal Department 34
Construction & Building Management
Department and Infrastructure Services
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INFORMATION

Information leaflet for the venues of the Vienna City Hall.

All mantling and dismantling work must be carried out with great care, as it is a matter of protected rooms, which are of great historical value.

The organizer is obliged to draw the attention of the companies commissioned by him.

A) FLOORS

Only transportation aids with rubber wheels may be used in the event space. On the wooden floors in the event rooms a transport of heavy loads is prohibited. The transport of swilts (transports with lifting trucks, the erection of scaffolds, as well as superstructures of all kinds) are subject to prior approval of the MA 34-ID and only after clarification and production construction. For the protection of the parquet floors use only ladders. Scaffolding and their various devices which have adequate protection.

B) WALLS AND WINDOWS

The walls, window frames, window panes and lead-free windows must not be moored. To protect the wallpaper, fabric covers and stone linings the use of adhesive strips is also prohibited as well as needles or cords. Only stand-alone stands for posters and various announcements may be used.

C) CHANDELIER

No mountings may be installed on the louvres and wall lanterns

D) CEILINGS

Nothing can be suspended from the ceilings.

E) LIFTS

Foreign companies may use the load lifting device for transport only with the approval of the MA 34-ID



Events – In the Viennese town hall – fire alarm system

**Magistratsdirektion der Stadt Wien
Magistratsabteilung 68
Feuerwehr und Katastrophenschutz
Wache Rathaus
Lichtenfelsgasse 2
A-1010 Wien
Tel.: (+43 1) 4000-8880
Fax: (+43 1) 4000-99 8880
E-Mail: wr@ma68.wien.gv.at
www.feuerwehr.wien.at**

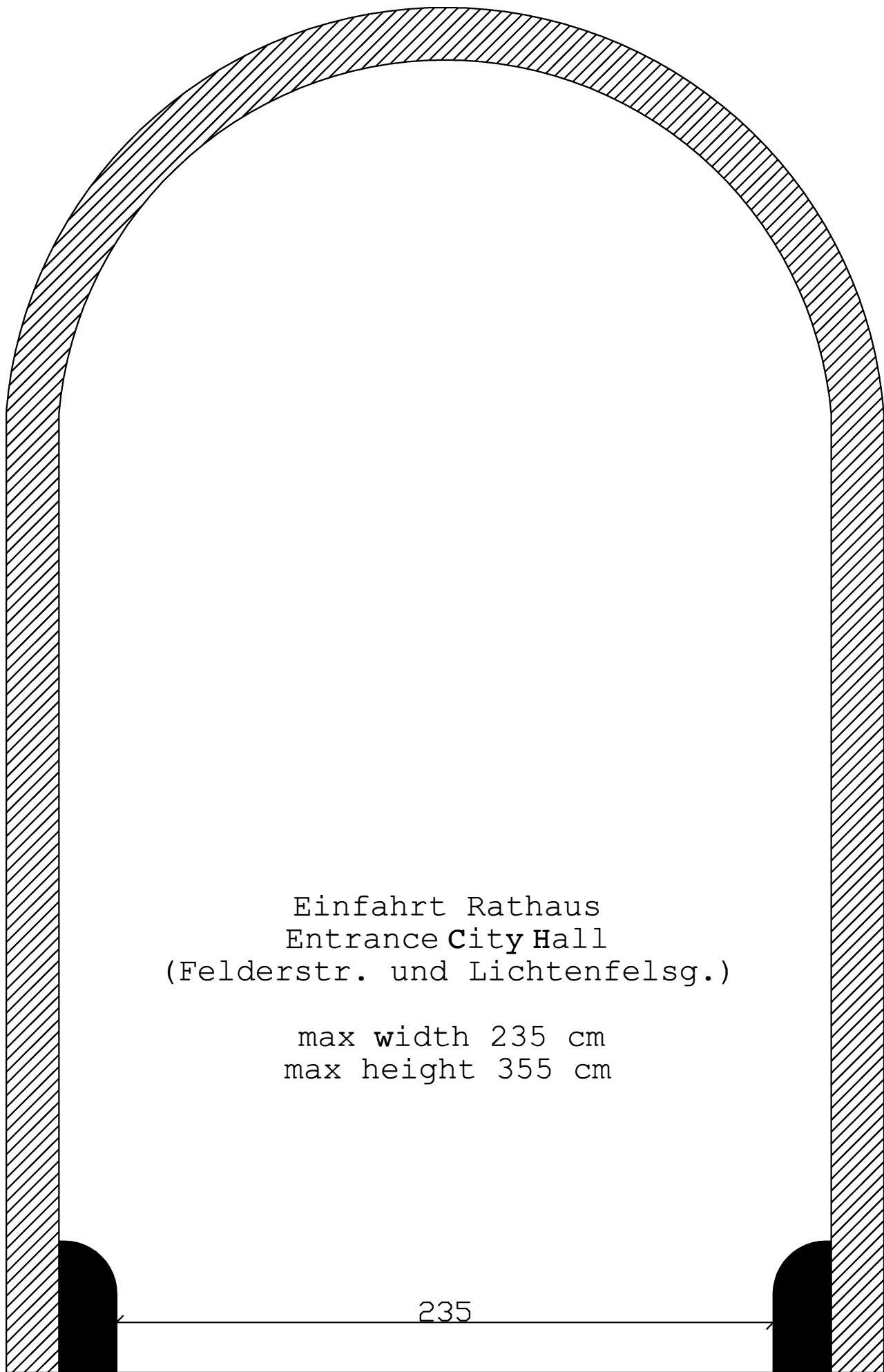
The Vienna City Hall is monitored by a fire detection system. Regarding the event you are planning, the Town Hall will point out the following points:

- The house emergency number is 8880 (accident, fire, ..) and is accessible from every telephone in the event area
- In the event of a fire, the fire brigade must be immediately alerted by activating a push button detector (possibly via a house emergency call +43 1 4000 8880).
- Pay attention to the measuring distance of linear arrays („light barrier principle“) for superstructures and decorations.
- The effectiveness of the monitoring equipment must not be restricted by superstructures in any way.
- The Guard Town Hall draws your attention to the fact that the costs of the fire brigade in the case of deceptive alarms are billed to the perpetrator. – This applies in particular to malicious triggering (also by visitors) of fire detection equipment.

For further information, please contact the Town Hall at (01) 4000 – 8880.

Ing. Manfred JAUTZ
Brandrat

Ing. Thomas HEBELKA
Brandkommissär



Einfahrt Rathaus
Entrance City Hall
(Felderstr. und Lichtenfelsg.)

max width 235 cm
max height 355 cm

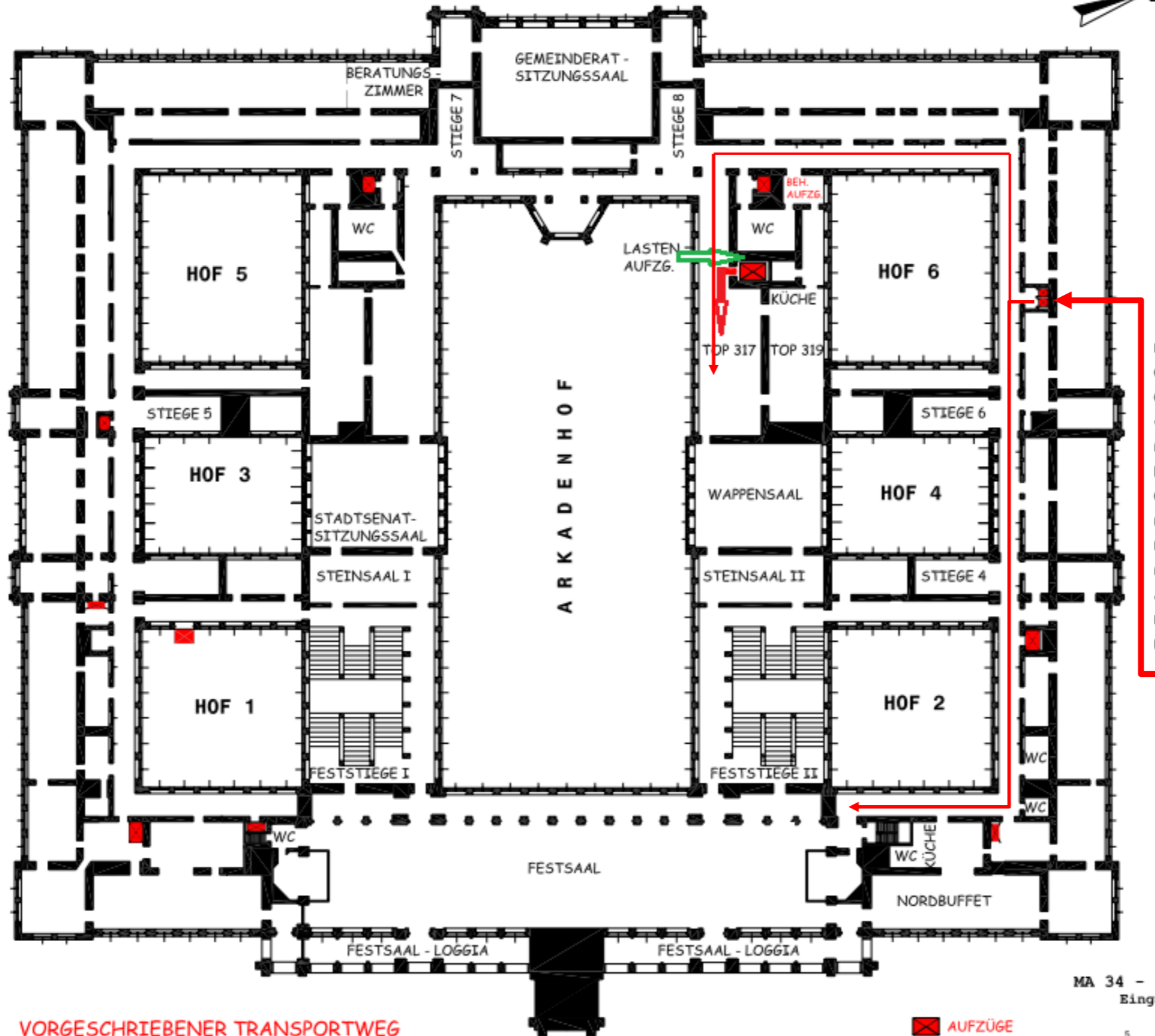
235

355

TRANSPORTATION PATH

FRIEDRICH - SCHMIDT - PLATZ

LICHTENFELSGASSE



FELDERSTRASSE

LOADING ZONE

VORGESCHRIEBENER TRANSPORTWEG

AUFZÜGE

MA 34 - InfrastrukturDienste
Eingang: Felderstr. 1A
1082 Wien



RATHAUSPLATZ