



SPANISCHE HOFREITSCHULE
LIPIZZANERGESTÜT PIBER

HOUSE RULES FOR EVENTS HELD IN THE SPANISH RIDING SCHOOL

Michaelerplatz 1, 1010 Vienna

1. These regulations apply to the Winter Riding School, including the courtyards, stairways, ancillary rooms and all areas provided for use during events. If the Stallburg is also used within the scope of an event, this is also subject to these regulations.
2. The Spanish Riding School's Technical Services department is responsible for managing the premises.
3. The Burghauptmannschaft Österreich (Austrian Palace Crew) fire station provides the fire service for the Hofburg Palace and is responsible for all safety-related tasks (fire protection) in the Hofburg Palace as the in-house safety/protection authority. The instructions issued by the Burghauptmannschaft fire safety officials must always be followed.
4. All events, including talks, musical performances and dance shows, in the Spanish Riding School (hereinafter referred to as SRS) are subject to the provisions on the determination of suitability established in Section 21 of the valid version of the Wiener Veranstaltungsgesetz 1971 (Viennese Events Act 1971), State Legal Gazette no. 12. The House Rules must be strictly observed.
5. Visitors shall only be granted access to the function room upon presentation of a valid entrance ticket or a valid pass issued by the event organiser. Once used to enter the function room entrance tickets are non-transferable. They must be safely retained until leaving the function room and presented to security staff on request. Tickets without a tear-off stub are invalid. Tickets are non-returnable.
6. Children under the age of three (3) are not allowed in the function room.
7. Public events shall only be permitted if the event organiser presents the application approved by the responsible Municipal Department. Any special permits required for events must be independently obtained by the event organiser and presented to the SRS management in due course.
8. Where officially stipulated, the maximum capacity of the SRS function rooms must not be exceeded. For other events, the maximum capacity must be separately officially approved.
9. Visitors are not permitted to consume non-alcoholic beverages, alcoholic beverages or any kind of food of their own in the function room within the scope of equestrian shows. The SRS management must be notified of any exceptions to this rule before the event.
10. Visitors who arrive late during an equestrian show shall only be allowed to enter during a break in the programme. Such visitors shall not be entitled to a refund of their entrance fee.
11. During training exercises and equestrian shows, visitors must remain in the intended seats and stands.
12. Where artificial lighting is used, before allowing visitors entry, the safety lighting (emergency and additional lighting) plus a suitable amount of the main lighting must be switched on. This must remain on until the spectators have left the SRS function room. All usage of the electrical equipment by unauthorised persons is strictly prohibited.
13. All passages and exits must be kept clear and accessible during events.

14. Animals are strictly prohibited with the exception of guide dogs for the blind and assistance dogs, for which appropriate ID must be carried.
15. The driving of vehicles into the Stallburg for delivery purposes is regulated by the SRS Technical Services department on the basis of the amount of clear space in the courtyards.
16. Vehicles may only be left parked for longer than the period required for delivery with the approval of the Technical Services department or on their instructions.
17. To avoid damage, only transport aids with rubber wheels may be used in the function rooms. All transport tasks and the positioning of scaffolds, ladders and any kind of superstructures are solely permitted following the approval of the SRS Technical Services department. The event organiser shall be liable for any damage.
18. The attachment of items to walls, window frames or window panes is prohibited. To protect the carpets, fabric coverings and stone cladding, the use of adhesive strips, pins and ties is prohibited. Only freestanding structures may be used.
19. The attachment of items to chandeliers and wall lights is prohibited.
20. The hanging of items from the ceiling is prohibited.
21. For lighting scaffolding or other stage structures, a structural analysis on the stability and operational safety must be provided. Findings must be provided for additional electrical installations. Scaffolds must be inspected by a qualified specialist. It must be ensured that scaffolds cannot be climbed. If this is not possible, they must be monitored by surveillance services. The Technical Services department reserves the right (in consultation with the event authorities) to attach additional safety equipment to scaffold structures.
22. For music performances (louder than 93 dB), visitors must be provided with hearing protection free of charge at all entrances. An appropriate announcement must be made before the event. The noise protection provisions established in Section 21a of the valid version of the Viennese Events Act 1971, State Legal Gazette no. 12, must also be observed.
23. All changes to access or emergency exit routes must be agreed with the Technical Services department. Construction activities in the SRS must not impair the existing emergency exit routes. Firefighting equipment and emergency exit route signs must not be moved or covered.
24. Smoking is prohibited in all SRS premises. Shows or performances with an open fire, as well as the storage of flammable substances, liquid gas and aerosols, are only permitted subject to the approval of the responsible events authorities and following consultation with the Technical Services department.
25. The use and storage of flammable gas at events in the Winter Riding School and all ancillary rooms is prohibited.
26. SRS visitors are not permitted to enter the riding arena in the Winter Riding School or the Summer Riding School. Placing or throwing items of any kind into the riding arenas is also strictly prohibited. Event organisers must ensure that no damage occurs to the riding surface in the Winter Riding School or the Summer Riding School within the scope of the preparation or implementation of their event.
27. The event organiser shall bear any costs of repairing damage to the riding arenas as well as any consequential damages.
28. SRS visitors are prohibited from displaying their own or third-party advertising in and around the SRS premises. Event organisers must obtain the consent of the management to display such advertising.
29. Mobile phones and other similar devices must be switched off during training sessions and shows.
30. Bicycles, roller skates and skateboards, as well as banners, flags and firecrackers, are prohibited in the SRS function room.
31. Photographs, films and sound recordings, as well as the use of equipment for emitting images and sounds, are only permitted with the authorisation of the SRS management.
32. By purchasing an entrance ticket, the buyer agrees to all points of the House Rules.

33. In the event of danger, visitors must be quickly instructed to exit the SRS function room. In emergencies, the attendants must open all exits and instruct the visitors to leave the premises through all of the available exits as calmly and quickly as possible. In the event of unfounded concerns, the attendants must calm the visitors and instruct them to remain in their places.
34. The event organisers or their caterers must ensure that a cleaning service continually collects and disposes of used bottles, cans, glasses etc. during and after the event.
35. The event organisers must control admissions to the SRS at the entrance.
36. Visitors who are clearly under the influence of alcohol or drugs, or who sustainably interrupt the event, can be stopped by SRS staff at the entrance or instructed to leave the SRS. Their entrance fee shall not be refunded.
37. The SRS staff appointed to deal with visitors must wear a uniform (or at least an official badge) and treat the visitors politely. They must maintain calm and order and are entitled to support from the official security team on duty if their instructions are not followed. They may only leave once there are no longer any visitors present. They must notify the SRS supervisory team on duty of any complaints, defects or damage.
38. The instructions issued by the official security team or SRS staff within the scope of their duties must be followed.
39. Anyone who damages or destroys SRS property shall be fully liable for any damage. In the case of damage caused by minors, their parents or legal guardians shall be liable.
40. All SRS staff must be familiar with these House Rules and ensure that the provisions established in them are observed.
41. The Technical Services department shall be entitled to instruct the event organiser to appoint a private security team for the duration of the event.
42. If the event organiser appoints a security team for support purposes, the event organiser shall be obliged to notify the Technical Services department of this in good time, usually during the preliminary talks with the management but in all cases at least two days before the event.
43. The security team is subordinate to the staff of the Technical Services department in all matters and must follow their instructions. The Technical Services department has sole authority to exert domiciliary rights.
44. The head of the security team must report to the appropriate person from the Event Management or Technical Services department at least one hour before the start of the event. The number of security staff as well as their posts and duties shall be determined following consultation with the authorities.
45. If, on exception, members of the security team are equipped with pepper spray, truncheons or similar, this must be reported to the Technical Services department. The Technical Services department shall rule on the authorisation of such additional equipment and be entitled to prohibit the security team from being equipped with such items.
46. The head of the security team must remain contactable by the Technical Services department throughout the entire event (by mobile phone).
47. Members of the security team must be clearly identifiable as such. This can be achieved by them wearing matching uniforms (e.g. t-shirts with an inscription, possibly caps) or civilian clothing with a badge. The type and positioning of the identifying features must be agreed with the Technical Services department. Mobile devices (wired connection to an ear piece) alone do not designate people as members of a security team.
48. A first aider must be in attendance at all events. If the presence of a trained emergency doctor (pursuant to Section 24 Viennese Events Act) is required for visitors, he/she must at all times remain in the doctor's office (ground floor, service corridor) or other office designated for his/her use. The emergency doctor must be immediately informed if assistance is required.
49. People with asthma, respiratory disorders and allergies enter the riding hall at their own risk.
50. The event organiser or head of the security team must immediately notify the Technical Services department of any specific incidents, e.g. accidents, the provision of first aid, riots, fights, damage etc.

51. Requests for services from other emergency organisations (fire brigade, police, rescue services) or a duty doctor by the event organiser or the security team must be made via the Technical Services department. If there are valid reasons for which this not possible, the Technical Services department must be notified as soon as the request has been made.
52. The barring of entry to event areas due to overcrowding or specific incidents, as well as the reopening of the areas, must only occur on the instruction of the Event Management or Technical Services department. The event organiser and security team must implement such instructions immediately and strictly. If entry is barred, even people who are already in possession of a valid (pre-purchased) entrance ticket are not permitted to enter or shall be instructed to leave the SRS.
53. The event organiser shall be liable for any resultant claims under public law. The event organiser shall also be liable to reimburse any costs that arise as a result of official orders or other administrative measures, or as a result of the breach of legal provisions, official regulations or these House Rules.
54. At the end of events for which a security team was appointed, a brief meeting must be held between the head of the security team, the event organiser, an SRS employee and the Technical Services department to discuss any incidents.
55. People who breach these House Rules or do not follow the instructions of SRS staff may be instructed to leave the SRS without prejudice to further legal measures.
56. Specific reference is made to the penal provisions established by the valid version of the Viennese Events Act 1971, State Legal Gazette no. 12.
57. The SRS House Rules must be visibly displayed to visitors at every entrance (Michaelerplatz 1, visitor centre; Josefsplatz gate, ticket desk and Reitschulgasse 2, at the entrance to the Winter Riding School).
58. In the event of immediate danger, an SRS usher or staff member must be immediately informed.
59. The following points must be observed in the event of fire. Use the designated fire extinguishers to immediately extinguish the fire. Report the fire to the nearest SRS staff member. If necessary, push the fire alarm button. Calmly exit the event premises.
60. In the event of film or video recordings, the visitor consents to appearing on any images produced.
61. Changes to the programme and cast are reserved.