



- 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 imperial stables are used within the scope of an event, they are also subject to these regulations.
- The Spanish Riding School's Technical Services Department is responsible for managing the premises.
- The Burghauptmannschaft Österreich fire station provides the fire service for the Hofburg Palace and, as the in-house supervisory and security authority, is responsible for all fire safety and related safety matters within the Hofburg Palace. The instructions issued by the Burghauptmannschaft fire safety officials must always be followed.
- All events held at the Spanish Riding School (hereinafter referred to as "SRS"), including talks, musical performances and dance shows, are subject to the suitability requirements set out in Section 21 of the Vienna Events Act 1971 (State Legal Gazette No. 12), as amended. The House Rules must be strictly observed.
- Visitors shall only be granted access to the event hall upon presentation of a valid entrance ticket or 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.
- Children under the age of three (3) are not allowed in the function room.
- Public events shall only be permitted if the event organiser presents proof of registration submitted to the responsible Municipal Department. Any special permits required for events must be obtained independently by the event organiser and presented to the SRS management in due course.
- The officially authorised maximum capacity for each SRS event room must not be exceeded. For other events, the permitted capacity must be separately approved by the relevant authorities.
- 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.
- Visitors arriving late to an equestrian show shall only be admitted during a break in the programme. Such visitors shall not be entitled to a refund of their entrance fee.
- During training exercises and equestrian shows, visitors must remain in the designated seating and standing areas.
- Where artificial lighting is used, the safety lighting (emergency and supplementary lighting), together with sufficient main lighting, must be switched on before visitors are admitted. This lighting must remain switched on until all spectators have left the SRS event hall. All usage of the electrical equipment by unauthorised persons is strictly prohibited.
- All passages and exits must be kept clear and accessible during events.
- Animals are strictly prohibited, with the exception of guide dogs for the blind and assistance dogs, for which appropriate ID must be carried.
- Vehicle access to the Stallburg imperial stables, particularly for delivery purposes, shall be regulated by the SRS Technical Services Department in accordance with the available space in the courtyards. Vehicles may only be remain parked beyond the time required for deliveries with the approval of the Technical Services Department or at its instructions.
- To avoid damage, only transport aids with rubber wheels may be used in the function rooms. All transport activities, the erection of scaffolding and ladders, and installations of any kind shall only be permitted with the approval of the SRS Technical Services Department. The event organiser shall be liable for any damage.
- 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.
- No items may be attached to chandeliers or wall lights.
- The hanging of items from the ceiling is prohibited.
- For lighting scaffolding or other stage structures, structural documentation confirming stability and operational safety must be provided. Any additional electrical installations must be accompanied by an inspection report. Scaffolds must be inspected by a qualified specialist. Scaffolding must be secured against climbing or, where this is not possible, monitored by security staff. The Technical Services Department reserves the right to require additional safety measures for scaffolding structures, where appropriate in consultation with the event authorities.
- For music performances exceeding 93 dB, visitors must be provided with free hearing protection at all entrances. An appropriate announcement must be made before the event. In all other respects, the noise protection provisions set out in Section 21a of the Vienna Events Act 1971 (State Legal Gazette No. 12), as amended, must be observed.
- 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.
- Smoking is prohibited in all SRS premises. Shows or performances involving open flames, as well as the storage of flammable substances, liquid gas and pressurised gas containers, are only permitted subject to the approval of the responsible events authority and following consultation with the Technical Services Department.
- The use and storage of flammable gas at events in the Winter Riding School and all ancillary rooms is prohibited.
- 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. The event organiser shall bear any costs of repairing any damage to the riding arenas, as well as any consequential damage.
- 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.
- Mobile phones and other similar devices must be switched off during training sessions and shows.
- Bicycles, roller skates and skateboards, as well as banners, flags and firecrackers, are prohibited in the SRS event hall.
- 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.
- By purchasing an entrance ticket, the buyer agrees to all points of the House Rules.
- In the event of danger, visitors must be instructed to exit the SRS event hall in good time. In emergencies, attendants must open all passageways and instruct visitors to leave the premises as calmly and quickly as possible using all available exits evenly. In the event of unjustified alarm, attendants must calm visitors and instruct them to remain in their seats.
- The event organiser or their caterers must ensure that a cleaning service continually collects and disposes of bottles, cans, glasses etc. left behind during and after the event.
- The event organisers must control admissions to the SRS at the entrance.
- Visitors who are visibly under the influence of alcohol or drugs, or who persistently disrupt the event, may be refused entry by SRS staff or removed from the SRS. Admission fees will not be refunded.
- The SRS staff assigned to assist visitors must wear a uniform (or at least an official identification badge) and must treat the visitors courteously. They are responsible for maintaining calm and order and are entitled to seek assistance from the official supervisory staff on site if their instructions are not followed. They may only leave once there are no longer any visitors present. They must report any complaints, defects or damage to the SRS supervisory staff member on duty.
- Instructions issued by the on-site official supervisory staff or SRS staff in the course of their duties must be followed at all times.
- 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.
- All SRS staff must be familiar with these House Rules and ensure that their provisions are observed.
- The Technical Services Department shall be entitled to require the event organiser to appoint a private supervisory or security service for the duration of the event.
- If the event organiser appoints a supervisory or security service for support purposes, the Technical Services Department must be notified in good time, usually during the preliminary meetings with management, but in any case no later than two days before the event.
- The supervisory or security service is subordinate to the staff of the Technical Services Department in all matters and must comply with their instructions. Sole authority over the premises rests with the Technical Services Department.
- The head of the supervisory or security service must report to the appropriate representative of the Event Management or Technical Services Department at least one hour before the start of the event. The number, positions and duties of the supervisory or security service shall be determined after consultation with the relevant authority.
- If, in exceptional cases, members of the supervisory or security team are equipped with pepper spray, truncheons or similar items, this must be reported to the Technical Services Department. The Technical Services Department shall decide on the authorisation of such additional equipment and may prohibit the supervisory or security service from being equipped with such items.
- The head of the supervisory or security service must remain contactable by the Technical Services Department throughout the entire event (via radio or mobile phone).
- Members of the supervisory or security service must be clearly identifiable as such. This may be achieved by matching clothing (e.g. T-shirts with printed identification and, where appropriate, caps) or, in the case of plain clothes, by identification badges. The type of identification and attire must be agreed with the Technical Services Department. Radios with earpieces alone are not sufficient identification as a member of the supervisory or security service.
- A first aider must be in attendance at all events. Where the presence of a qualified emergency doctor is required for visitors pursuant to Section 24 Vienna Events Act, the doctor must remain at all times in the medical room (ground floor, service corridor) or at the designated duty station. The emergency doctor must be immediately informed if assistance is required.
- People with asthma, respiratory disorders and allergies enter the riding arena at their own risk.
- The event organiser or the head of the supervisory or security service must immediately notify the Technical Services Department of any significant incidents, e.g. accidents, the provision of first aid, disturbances, fights, damage etc.
- Requests by the event organiser or the security service for assistance from other emergency services (fire brigade, police, rescue services) or an on-duty doctor must be made via the Technical Services Department. If this is not possible for compelling reasons, the Technical Services Department must be notified immediately after the request has been made.
- 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.
- The event organiser shall be liable for any resultant claims under public law. The event organiser shall also be liable to reimburse any costs arising as a result of official orders or other administrative measures, or as a result of breaches of legal provisions, official regulations or these House Rules.
- 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.
- 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.
- Express reference is made to the penal provisions of the Vienna Events Act 1971 (State Legal Gazette No. 12), as amended.
- The SRS House Rules must be visibly displayed for visitors at all entrances, including Michaelerplatz, Visitor Centre, Josefsplatz Gate 2, ticket desk, and Reitschulgasse 2, at the entrance to the Winter Riding School.
- In the event of immediate danger, an SRS usher or staff member must be immediately informed.
- 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 supervisory staff member. If necessary, activate the manual fire alarm. Calmly exit the event premises.
- In the event of film or video recordings, the visitor consents to appearing on any images produced.
- Changes to the programme and cast are reserved.

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Technical Trade Affairs,  
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Authorisation of Events  
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