



RESPONSIBILITIES OF THE EVENT MANAGER

In accordance with the regulations regarding the rental and usage of the Veranstaltungsforum Fürstenfeld, lessees/promoters are responsible for the entire event programme and for the smooth and safe running of the event including preparation and follow-up activities. The lessee shall appoint a person with decision-making powers to act as event manager. This person shall participate in a joint tour of inspection of the place of assembly and familiarize themselves with the event premises including escape and rescue routes.

The event manager shall ensure that the event is run in a safe and orderly manner. The event manager is obliged to be in attendance throughout the entire duration of the event and must be reachable at all times. Furthermore, the event manager must make all necessary decisions in consultation with the contact person designated by the lessor (managing director), with public authorities and other external services (fire brigade, police, medical services, security services). Specifically, the following responsibilities from the Versammlungsstätten-Verordnung (Regulations on Places of Assembly) – hereinafter referred to as the VstättV – are transferred to the event manager:

VstättV

■ 31 (1) paragraph 1

Keep the escape routes on the premises clear as well as access lanes, parking areas and manoeuvring areas for emergency vehicles belonging to police, fire brigade, medical and rescue services.

■ 31 (2)

Keep the escape routes at the place of assembly clear at all times.

■ 31 (3)

Open doorways along designated escape routes if there are persons located in these areas of the place of assembly.

■ 32 (1)

Ensure compliance with the approved escape routes and seating plans and with the maximum permitted visitor capacity. The escape routes and seating plans shall not be changed without express consent.

■ 33 (1)

Stage and set curtains must be made at least of flame-retardant materials.

■ 33 (3)

Furnishings must be made of at least flame-retardant materials. Material classed as having normal flammability is sufficient for stages or sets with automatic fire extinguishing systems. Note: furnishings are stage and set components such as wall, floor and ceiling elements, picture walls, stairs and other parts of the set.

■ 33 (4)

Props must be made of materials classed at least as having normal flammability. Note: a prop is any movable or portable object on a stage or set, particularly items of furniture, lights, pictures and crockery.

■ 33 (5)

Decorations must be made of at least flame-retardant materials. Decorations in necessary corridors and stairwells must consist of non-flammable material. Decorations are temporarily positioned ornamental objects, particularly drapes, garlands, flags and artificial plants.

■ 33 (6)

Decorations must be installed directly onto walls, ceilings or other furnishings. Freely hanging decorations are only permissible if they are at a minimum distance of 2.50 m from the floor. Decorations made of real plants may only remain in position as long as they are fresh.

■ 33 (7)

The area directly under the safety curtain must be kept clear of furnishings, props or decorations such that the function of the curtain is not impaired.

■ 33 (8)

Flammable material must be kept sufficiently far away from sources of ignition, such as spotlights, in order to prevent the material from igniting.

■ 34 (1)

Furnishings, props and decorations may only be stored away from the stage and set areas; this does not apply to the items in use on a given day.

■ 34 (4)

Pyrotechnical objects, flammable liquids and other flammable material, particularly packaging material, may only be stored in the storage areas provided for that purpose.

■ 35 (1)

Ensure that there is no smoking allowed on stage/set or in workshop and storage areas. The smoking ban does not apply to per-



formers/actors and other participants present on the stage/set during rehearsals and events provided that smoking is warranted by the type of event.

■ **35 (2) + (3)**

Observance and monitoring of the following fire prevention measures: “the use of open flames, flammable liquids and gases, pyrotechnical objects and other explosive substances in assembly rooms and on stage/set is prohibited”. Exception: This ban does not apply if the use of open flame(s), flammable liquids and gases and pyrotechnical objects is warranted by the nature of the event and the promoter has consulted with the fire service on the necessary fire prevention measures on a case-by-case basis. The use of candles and similar light sources as table decorations and open flames may be used in specially designated kitchen facilities for the preparation of food.

■ **37**

Laser systems may only be used/operated in areas accessible to visitors in accordance with the occupational safety and health regulations (e.g. presence of a laser safety officer).

■ **38 (1) i.c.w. (5)**

Compliance with the governing the safety and security of the event.

■ **38 (4)**

The event manager is obliged to decide upon/initiate the measures required – right up to suspending the event – if technical installations, equipment or devices that are required to ensure safety cease to function adequately or if the operating regulations cannot be observed.

■ **40 (1-4)**

At least one event engineering officer must supervise and monitor the setup and dismantling of stage, studio and lighting fixtures for technical rehearsals and finals rehearsals, events, broadcasts or recordings of events pursuant to § 40 (2) and (3) of the VstättVO.

■ **40 (2)**

Supervision and monitoring of the setup and dismantling of stage, studio, lighting or other technical fixtures by event engineering officers.

■ **40 (3)**

Technical supervision (compulsory attendance) by an event engineering officer during dress/final rehearsals, events, broadcasts or recordings of events.

■ **40 (4)**

Technical supervision (compulsory attendance) by a qualified event technician during dress/final rehearsals, events, broadcasts or recordings of events.

■ **40 (5)**

Deployment of a supervisor provided that the presence of qualified personnel/technicians is not required (see 40(3) and/or (4)).

■ **43 (3)**

Appointment of a security manager (employee responsible for admission and security).

■ **43 (4)**

The security manager and the security staff are responsible for operational security measures, particularly for controlling the entrances and exits and access to the visitor blocks, ensuring compliance with the seating plan and the maximal permitted visitor capacity, ensuring compliance with fire and smoking bans (see § 35), and for managing an orderly evacuation in case of an emergency.

The event manager is duty bound to suspend an event if there is a danger to persons in the place of assembly, if technical installations, equipment or devices that are required to ensure safety cease to function adequately or if the operating regulations as stipulated by the VStättV are not being or cannot be observed. In such cases, the event manager shall immediately inform external bodies (fire brigade, police, medical services etc.) as well as the contact person designated by the lessor (managing director).