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# HOUSE RULES

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## FESTSPIELHAUS ST. PÖLTEN

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1. The house rules govern the use of all the Festspielhaus's premises. All members of the staff and all visitors as well as hirers and their staff who are present in this area are obliged to respect the house rules. The hirer recognises the house rules applying to the Festspielhaus and commits himself or herself to ensure their observance. In particular, the hirer commits himself or herself to treat all objects, rooms and objects for use competently and carefully and according to their intended purpose. In case of non-observance of these house rules or any further instructions issued by the management, access to the Festspielhaus may be denied permanently.
2. The Festspielhaus may only be entered through the designated entrances and doorways unlocked according to requirements. Access by external visitors to the Festspielhaus is only permitted on business after registration with the porter, or with the explicit approval of the direction. During conducted tours, the visitors may use only the authorised routes. The crossing of barriers is prohibited. Guides are to ensure that the rules of the house in general and the above-mentioned points in particular are observed. Operatives, actors, the staff and other employees of the hirer are also obliged to identify themselves by means of identity cards. The Festspielhaus is to be informed of the number of identity cards issued by the hirer. These identity cards do not entitle their holders to seating.
3. Access to artists' wardrobes and recording rooms is permitted only to those working there. The access to the stage, the technical service rooms, the working galleries etc. is permitted only to authorised persons. Authorised persons are staff of the Festspielhaus technical department as well as instructed and/or otherwise authorised persons. The possibility of attending rehearsals will always be announced as appropriate. During the performance, the hirer or his or her authorised representative must be present outside the auditorium.
4. Photographic or sound recording equipment is prohibited. Latecomers can only be admitted during intermissions.
5. Visitors recognise that during their presence in the Festspielhaus they may be the subject of image and sound recordings. These recordings are made for marketing and public relation purposes (in particular for up-to-date news coverage). The visitor agrees to not assert any claim concerning this matter.
6. The Festspielhaus will be closed one hour after the performance or after the end of the rehearsal. After this, entry to the Festspielhaus is prohibited. At receptions or similar events, the closing time is to be no later than 12 p.m. In particular we wish to point out that, except for technical-department staff, the stage area is only accessible during rehearsals and performances. This applies exclusively to those directly participating in rehearsals and performances.
7. The mounting of posters, the distribution of print materials of any kind and other announcements in, on or in front of the building as well as in the parking garage is permitted only with the approval of the management, at the designated places in line with the availability of space as determined by members of the Festspielhaus's staff.
8. The consumption of food and drink is permitted only in the designated areas (catering sector and lounges). In particular, it is pointed out that food and drink is not to be taken into the performance halls or the stage.
9. Consumption of alcohol is strictly prohibited. This prohibition applies to all members of staff on duty and to the agency staff hired by the hirers.
10. Smoking and open flames are prohibited within the Festspielhaus. This applies in particular also to corridors, hallways and wardrobes. Lounges and office spaces as well as the intermission refreshment stall and the coffee bar are excepted. Before leaving these areas, burning tobacco products are to be extinguished. In this context we refer to the fire safety regulations, which are binding for every member of staff and each hirer. The fire safety regulations may be viewed at the porter's office on request.
11. In case of fire alarm leave the Festspielhaus immediately, without using the elevator. Follow the green signs leading to the exits.
12. Advance agreement of the Festspielhaus's direction is required for the decoration of the halls and of other rooms and is to be carried out according to the instructions received. The hirer is liable for any damage. Only flame-resistant materials are to be used.
13. We accept no liability for the risk of hearing damage or other damage to health resulting from sound volume during music performances. The hirer is obliged to control the sound level of the equipment used in the hired halls, so that events or rehearsals in the other halls will not be disturbed.
14. Bringing pets into the Festspielhaus is prohibited.
15. The cloakrooms for the audience are run exclusively by the Festspielhaus. Coats, umbrellas and canes must be handed in at the cloakrooms. It is prohibited to take them into the auditorium or to leave them elsewhere. Lockable lockers are available in the artists' wardrobe. The Festspielhaus assumes no liability for objects deposited there or elsewhere.
16. Any injury or loss arising from non-compliance with the rules of the house and the accident prevention regulations are subject to full personal liability.
17. Parking is only permitted in the public basement garage. Deliveries are to be arranged with the Festspielhaus. The parking of means of transport at outside facilities is prohibited.
18. All passageways, escape routes and exits must be kept free. Fittings, chairs and benches may not be moved or placed in passageways or in the standing areas. Standing places are limited to the assigned areas.
19. In case of danger or crisis, the project manager on duty, as the authorised person of the Festspielhaus's direction, has full decision-making authority regarding the Festspielhaus staff, the audience and external organisers, hirers etc.
20. On the occasion of festivities or the use of the catering facilities by guests after events, the closing time and accordingly the time at which the building is to be cleared will be determined by the project manager on duty. The clearing of the building is to be carried out by the stewards.
21. Lost and found objects are to be deposited with the porter, who will hand them over on proof of ownership.