

**FESTSPIEL
HAUS
BREGENZ**

KONGRESS . KULTUR

**Your cultural
event in the
Großen Saal**

Venue & Atmosphere	//4
Planning & Collaboration	//6
Stage & Technology	//6
Logistics & Delivery	//9
Procedure & Operations	//10
Artists & Crew	//10
Audience & Service	//11
Legal Matters & Obligations	//11
On-site marketing	//12

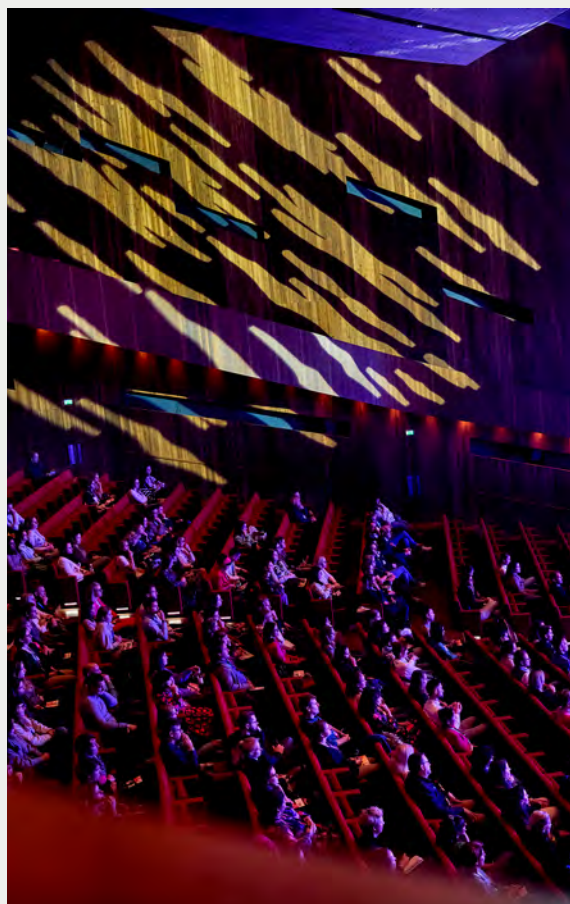


VENUE & ATMOSPHERE

The Große Saal offers a warm and welcoming atmosphere through its combination of dark acacia wood and red upholstered seats. One of the largest revolving stages in Europe and its full technical facilities for theatre, concerts and opera make the venue ideal for cultural events.

The Große Saal features permanently installed tiered seating with up to 1,641 seats. The Hauptbühne, Vorbühne, stall and the circle can be used individually or in combination, depending on requirements. The adjoining foyers provide enough space for audience reception and catering.





PLANNING & COLLABORATION

PROJECT MANAGEMENT

Your project manager will support you from the planning stage through to the post-event follow-up and serves as the main point of contact for all relevant departments within the venue.

TIMELINES

Decision on whether the circle will be used:	no later than 4 weeks before the event
Submission of the stage instructions:	no later than 4 weeks before the event
Notification of the start of ticket pre-sales:	the date must be communicated to Festspielhaus Bregenz as early as possible

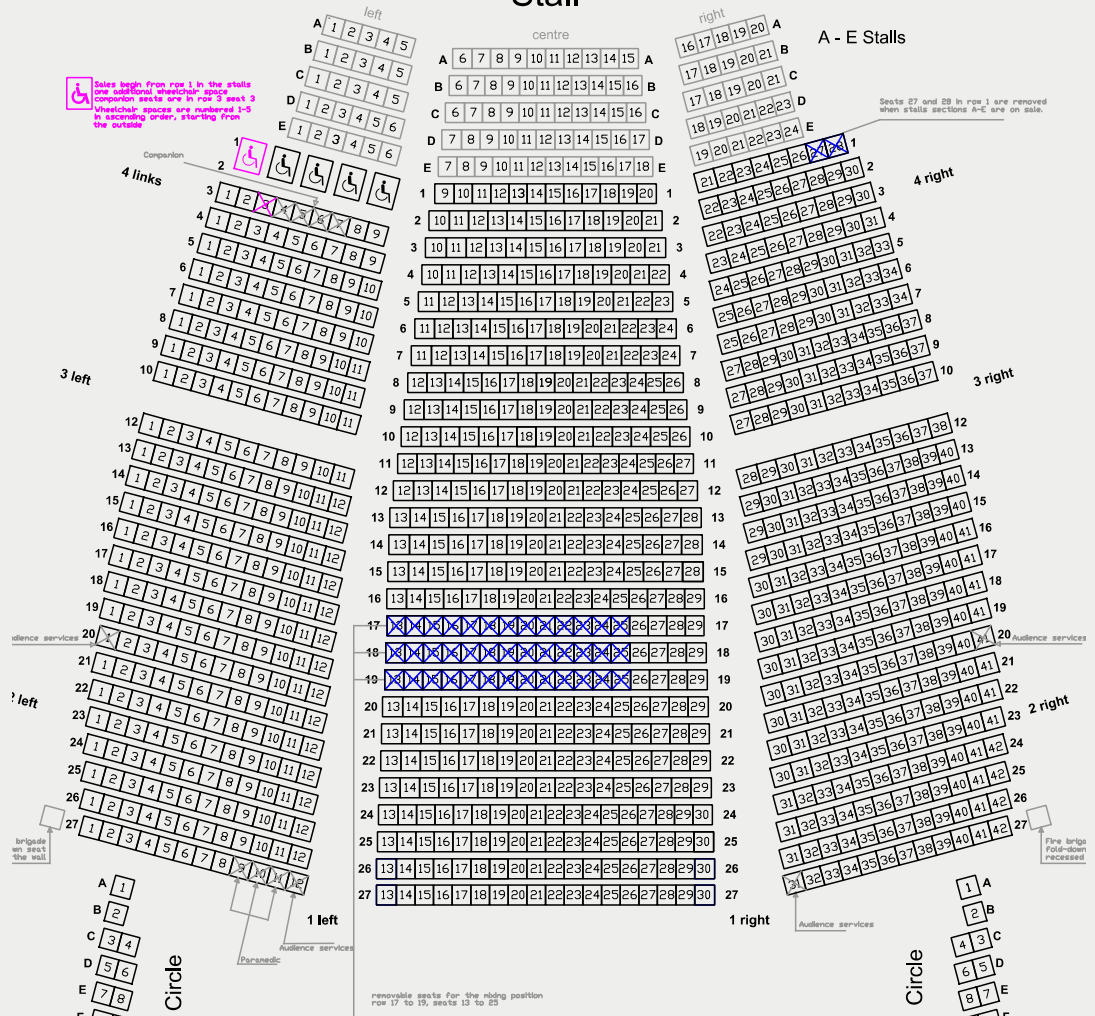
STAGE & TECHNOLOGY

EQUIPMENT GROSSER SAAL

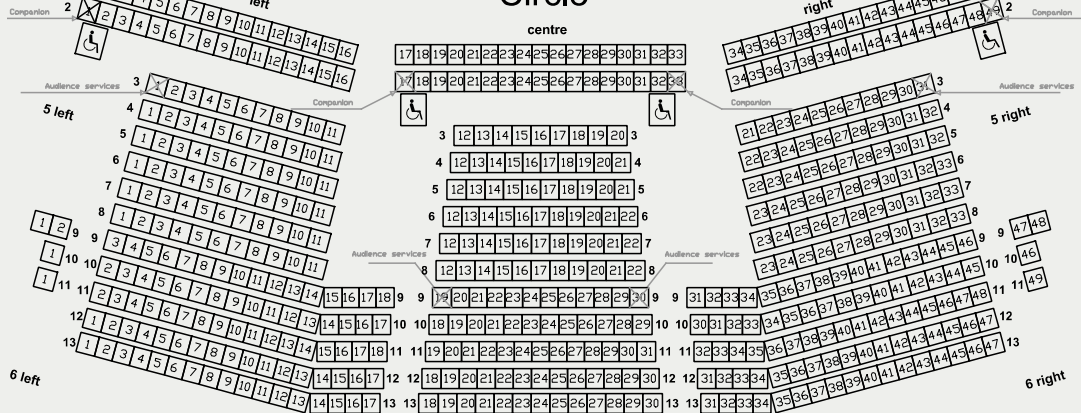
- _ The Große Saal features one of the largest revolving stages in Europe, with a diameter of 20 m.
- _ The Hauptbühne has overall dimensions of 22 x 25 m.
- _ The Vorbühne measures 7 x 17 m in total and includes six retractable lift platforms.
- _ A FOH control position can be installed in the auditorium.
- _ Sound: Kling & Freitag sound system (PA left/right, center, delay, FX speakers, monitoring, subs), Yamaha-C15 digital mixing console, dante network.
- _ Multimedia: front and rear projections, surtitel screens, (live-) transmission options, recordings, camera tracking.
- _ Detailed technical information on sound, lighting, multimedia and stage setup can be provided on request in the form of plans and equipment lists.
- _ During the event, specialist technical staff are available for questions and requirements.
- _ Theatre style: up to 975 seats and, with the circle, up to 1,641 seats (including rows A–E)

If the Vorbühne is used, rows A-E or rows A-C cannot be allocated for seating (see seating plan).

Großer Saal Stall



Großer Saal Circle



Legend:

EQUIPMENT HAUPTBÜHNE

- _ The Hauptbühne has total dimensions of 22 x 25 m (L x W)
- _ Area: 550 m²
- _ Ceiling height: 25 m (up to the grid floor)
- _ Row seating: 560 people
- _ Standing capacity: 1,000 people
- _ Can be combined with the [Vor-, Seiten- and Hinterbühne](#)

ORCHESTRA SHELL

- _ An orchestra shell is available for orchestral concerts and can be set up in different sizes as required.
- _ The orchestra shell consists of several individually adjustable rostrum platforms with heights ranging from 40 to 120 cm.





LOGISTICS & DELIVERY

DELIVERY ZONES BÜHNEN

- _ Delivery Zone B is located at a height of plus 1 m. Lorries require a loading platform or loading bridge. The maximum door width ist 2.4 m.
- _ Access roads and loading routes are clear and fully accessible and step-free access to the stage is available.
- _ Parking spaces for lorries, trucks and nightliners including power connections are available in front of Festspielhaus Bregenz for the duration of the event, including set-up and dismantling.
- _ For longer stays, prior coordination with the project management team is required.

PROCEDURE & OPERATIONS

GENERAL INFORMATION

- _ The organisation of medical services (for events with 1,500 visitors or more) and the fire safety watch is handled by Festspielhaus Bregenz.
- _ Audience services (cloakroom, admission and ushers) are provided by Festspielhaus Bregenz.
- _ Final cleaning is carried out by the venue.
- _ Food and drinks are not permitted in the Großen Saal.
- _ An evening cashier service is possible by prior arrangement. You are responsible for handling the organizational aspects yourself.
- _ Animals are not permitted on the premises, with the exception of assistance dogs and guide dogs.

ARTISTS & CREW

CLOAKROOMS

- _ There are 20 cloakrooms and 1 large cloakroom available close to the stage. These are equipped with a mirror, table and chairs. The cloakrooms on the first and second floors also have showers.
- _ Access from the dressing rooms to the stage is not visible to the audience.
- _ A back office close to the stage is available for the tour management.

TOUR CATERING

- _ Crew catering can either be organised independently by prior arrangement or provided through the catering service of Festspielhaus Bregenz (eventZ by foodaffairs, T +43 5574 413-279, kathrin.kolb@eventz.cc).
- _ Kitchen facilities:
 - _ 1 x refrigerator (a second refrigerator available on request)
 - _ 1 x sink
 - _ 1 x cupboard
 - _ additional equipment on request
- _ Capacity: 50 people (seated)
- _ Area: approx. 56 m² + separate kitchen 19 m²
- _ Power connections: 3 x CEE 32A, 1 x CEE 16A and 7 x Schuko 230V

ACCOMMODATION FOR THE CREW

Bodensee-Vorarlberg Tourismus

+43 (5572) 40797, office@bodensee-vorarlberg.com

AUDIENCE & SERVICE

CLOAKROOM

- _ A cloakroom is compulsory in the Großen Saal.
- _ A paid cloakroom service is available to visitors in the entrance foyer (EUR 2,50).
- _ On request, the cloakroom can be operated by the staff of Festspielhaus Bregenz without direct payment collection; in this case, a pre-agreed cloakroom flat fee will be charged.

CATERING

- _ Refreshments during breaks are provided by the in-house catering service of Festspielhaus Bregenz. Drinks can be preordered.
- _ The restaurant buenedrei is located directly within the venue and is open before and after the event.

LEGAL MATTERS & OBLIGATIONS

AKM FEE

The use of protected music and / or texts is considered a public performance under copyright law. For this reason, the organiser must obtain a paid performance licence from AKM in advance. Event registration can be completed easily and quickly online. The amount of the AKM fee depends on the ticket price and the number of visitors.

Link to the AKM website: [AKM music users](https://www.akm.at/)

FIRE SAFETY

Guidelines and procedures for stage elements and materials brought into the venue for events:

[Fire protection guidelines](#)

ON-SITE MARKETING

MERCHANDISING

- _ The sale of images, audio recordings and merchandise products is possible subject to prior agreement and approval.
- _ Merchandise stands can be set up in the foyers.
- _ The merchandising stand fee is EUR 0,15 per visitor and is collected on site in cash.
- _ Autograph sessions must be registered in advance.

ADVERTISING OPPORTUNITIES AT FESTSPIELHAUS

- _ Posters can be displayed on poster stands around Festspielhaus Bregenz (max. of 6 in A0 format).
- _ Flyers can be displayed at the information counter (approximately 500 copies).
- _ The event can also be promoted on the information screen in the buchedrei restaurant (file format: .jpg, 16:9).
- _ Please note that only events taking place at Festspielhaus Bregenz are eligible for on-site promotion.

ADVERTISING OPPORTUNITIES IN THE REGION

- _ [Triangular poster stands](#): Bregenz Tourismus & Stadtmarketing GmbH, David Eberle, david.eberle@bregenz.at, +43 5574 4959 25
- _ Triangular poster stands in the vorderes Rheintal region from Lochau to Bludenz: MOMO Werbedienst, Frank Gessler, info@momo-agentur.de, +49 175 595 6621
- _ Citylights AP: Kulturservice Bregenz, Silvia Feurle, silvia.feurle@bregenz.at, +43 5574 410-1524

TICKET SALES

Advance ticket sales and the selection of advance booking outlets are the responsibility of the organiser and can be chosen freely.



**Kongresskultur
Bregenz GmbH**

Platz der Wiener Symphoniker 1
6900 Bregenz, Austria
T +43 5574 413-0

info@festspielhausbregenz.com
www.festspielhausbregenz.com