


# CONVENTIONS AT THE PALACE



*P* PALAIS  Niederösterreich

  
RESIDENCE  
IN THE CITY

A residence of  
*E*VENT RESIDENZEN  
Niederösterreich



## FUNCTIONS AND CONVENTIONS

Welcome to Palais Niederösterreich – the residence in the city. Regardless of whether it's an international congress, gala dinner in an elegant and comfortable atmosphere, multimedia-based seminar or lavish celebration – Palais Niederösterreich is the spectacular premium location for your events in the heart of Vienna.

Our dedicated team remains at your disposal from the initial inquiry until the end of your event and is able to offer you comprehensive expertise on request – from guest-logistics across catering through to the provision of modern technical equipment.

We are delighted to invite you to come to Palais Niederösterreich for a viewing. This will enable you to learn more about the historically important two-storey premises and plan your event. In the meantime, the following pages will provide you with valuable tips and facts that may be of importance to your event.



# A RESIDENCE STEEPED IN HISTORY

Palais Niederösterreich's history has significance on a political and on a social level and its presence can be felt in the premises to this day. The beginnings date back to the late Middle Ages.

1513

As the political representative of lords, knights, prelates, and cities, the estates general acquired the villa in order to be in the immediate vicinity of the sovereign and to hold meetings in Vienna. Valuable features of this late Gothic villa, such as its chapel and Gotische Zimmer, are still intact.

16TH CENTURY

The Renaissance-style Landtagssaal was built and vaulted in the middle of the 16th century.

1710

The Landtagssaal was furnished during the Baroque period with magnificent scagliola on the walls

and Antonio Beduzzi's impressive ceiling fresco, which symbolises glory and honour and is the largest continuous ceiling mural in Austria.

Besides being a place where political matters were dealt with, the Landtagssaal was also a popular ball and concert room in which many major world premieres were held in the 18th and 19th centuries.

1861

The Provincial Parliament of Lower Austria took over the villa from the estates general after the people's representation came to an end in 1848, the year of the revolution.

21 OCTOBER 1918

Citing the right of self-determination of the people, German-speaking parliamentary members of the Upper House formed the

'Provisional National Assembly of the Independent Austro-German State' in the villa.

1922

The representatives of the people of Vienna and Lower Austria used the villa jointly until 1921. Since the independence of Vienna on 1 January 1922, the villa has belonged to the Provincial Parliament of Lower Austria.

1997

The Provincial Parliament of Lower Austria relocates to the new provincial capital: St. Pölten.

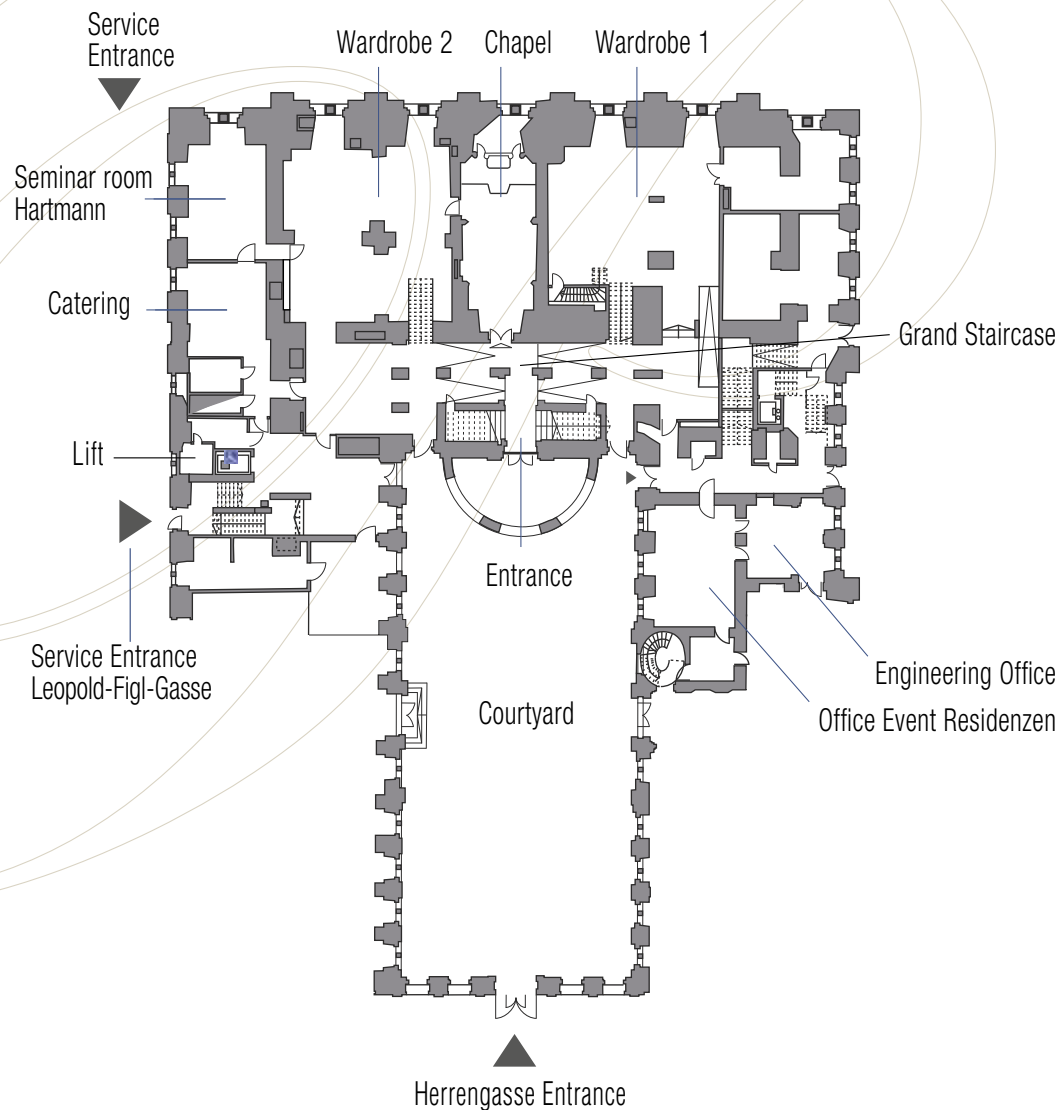
2005

After careful renovation in accordance with the regulations for listed buildings, Palais Niederösterreich is used in its present form as a convention centre.

# OVERVIEW GROUND FLOOR

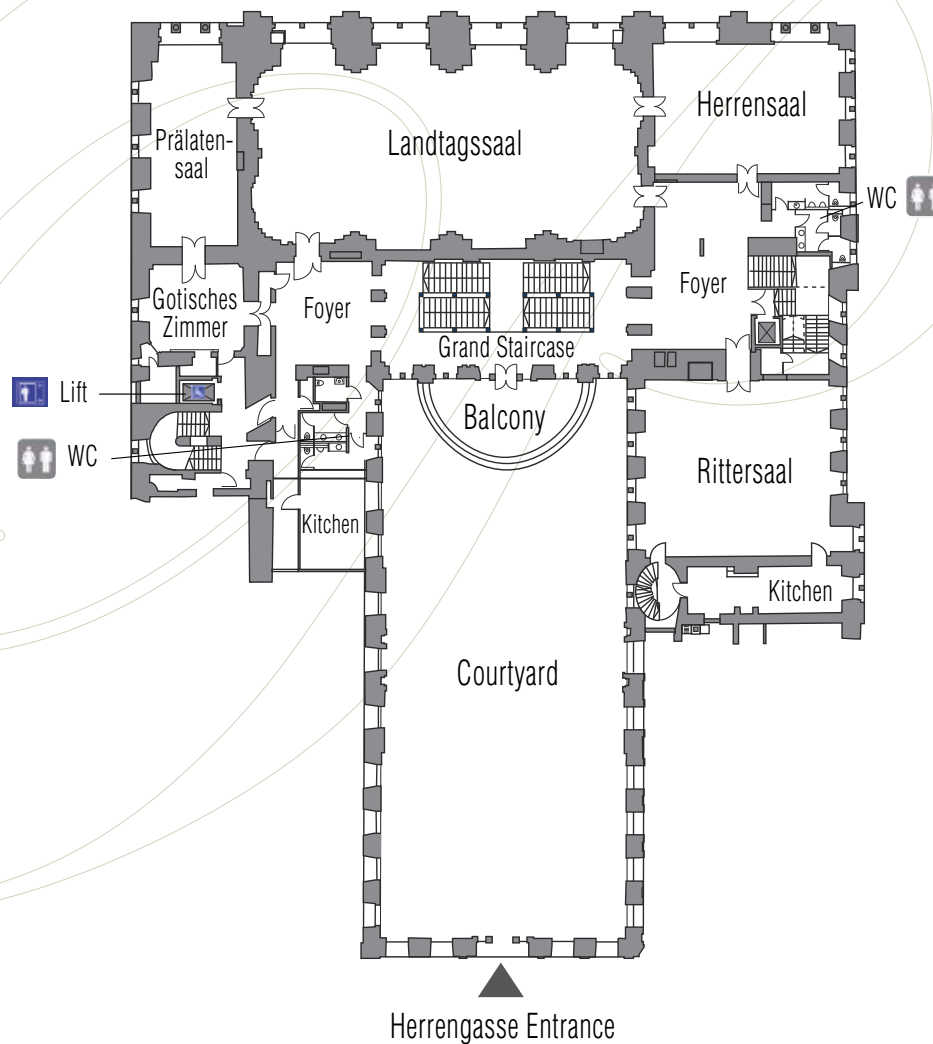
PALAIS NIEDERÖSTERREICH  
Herrengasse 13  
1010 Vienna, Austria

Four staterooms, one seminar room, as well as the stately courtyard and grand staircase provide space for stylish events.



# OVERVIEW UPPER FLOOR



Our premises is equipped with the latest air-conditioning and media systems. All the rooms have access to daylight and can be darkened if necessary.



# PREMISES

## LANDTAGSSAAL (UPPER FLOOR)






The Landtagssaal forms the magnificent centrepiece of Palais Niederösterreich. Magnificent scagliola and the impressive ceiling fresco will make your event a special experience for up to 340 people on an area of 346 m<sup>2</sup>. It is suitable for conferences, concerts, sales presentations, receptions, trade fairs, and gala dinners.

m <sup>2</sup>					
346	325	140	70	220	340



## RITTERSAAL (UPPER FLOOR)

At 167 m<sup>2</sup> in size and with its ornate gold justice throne, this historic room provides a perfect setting for presentations, conventions, and stylish dinners attended by up to 150 people. Accessed via the foyer, it is also easy to use on its own because of its location. The adjacent kitchen makes catering very easy.




m <sup>2</sup>					
167	140	70	40	100	150



# PREMISES

## PRÄLATENSAAL & GOTISCHES ZIMMER (UPPER FLOOR)






The Prälatensaal (81 m<sup>2</sup>) in conjunction with the Gotische Zimmer (38 m<sup>2</sup>) as the entrance are ideal for press conferences, smaller meetings, and events of any kind attended by up to 70 people.

m <sup>2</sup>					
119	60	32	24	40	70



## HERRENSAAL (UPPER FLOOR)

At 120 m<sup>2</sup> in size, the Herrensaal is suited perfectly for receptions, meetings, workshops, or as a lounge area during evening functions attended by up to 120 people. The hall can be accessed directly via either the foyer or the Landtagssaal.

m <sup>2</sup>					
120	100	54	26	60	120



# PREMISES

## FOYERS (UPPER FLOOR)

The two modern foyers are located at the end of the splendid staircase and are suitable for the reception of your guests. The smaller, 40 m<sup>2</sup> in size foyer is connected to the Landtagssaal as well as the Gotische Zimmer and Prälatensaal. The bigger Foyer (80 m<sup>2</sup>) on the other side is the anteroom for the Herrensaal, the Rittersaal and the Landtagssaal.

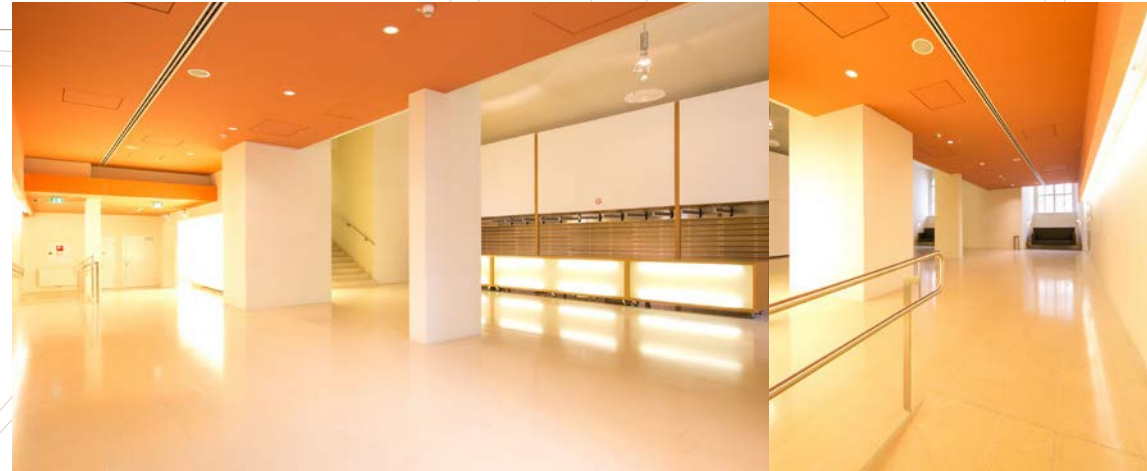




# PREMISES

## CLOAKROOM FOYER 1 (GROUND FLOOR)

The cloakroom foyer 1 is the stylistic counterpart of our staterooms and can be used for different occasions: on one hand as reception area, lounge and disco on the other hand as cloakroom for up to 350 persons.



## CLOAKROOM FOYER 2 (GROUND FLOOR)

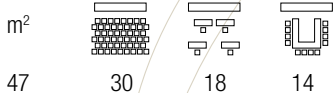
The cloakroom foyer 2 is a stylish combination of the historical building stock with its Gothic vaulting and modern elements. It can be used as cloakroom for up to 350 guests as well as registration area, exhibition space or rest area.



# PREMISES

## SEMINAR ROOM HARTMANN (GROUND FLOOR)

Covering 47 m<sup>2</sup>, the Hartmann seminar room can accommodate smaller meetings and seminars attended by up to 30 people. The room has excellent access to daylight and can be darkened if necessary.



## COURTYARD

Our quiet, beautiful courtyard is perfect for receptions of all kinds. You can let your imagination run wild on its 460 m<sup>2</sup>



# FURNITURE AND EQUIPMENT

## FURNITURE

We will provide you with the following furniture, which belongs to the building, at no cost:

- up to 25 bar tables (ø 80 cm)
- up to 40 round gala tables (ø 183 cm)
- up to 80 conference tables (140 x 70 cm)
- up to 20 small conference tables (80 x 70 cm)
- up to 8 chair tables with modesty panel (140 x 70 cm)
- up to 530 blue conference chairs (with and without armrests)
- up to 25 buffet tables (152 x 76 cm)
- outdoor furniture (2 tables, 10 rattan chairs)
- mobile coat racks

Will be pleased to offer additional or other furniture if required.

## DIRECTION SYSTEM

Our modern direction system, which consists of five monitors (two in the entrance area, three in the event area), is available to you free of charge – your guests should be able to find your event right away.

## TECHNICAL EQUIPMENT

We have modern, top-of-the-range audio-visual equipment. Our modern CAT cabling enables you to send data/signals from room to room without the need to lay additional cabling.

Needless to say, you also have the option to appoint your own technical company – we will be pleased to assist you.

## POWER SUPPLY AND WI-FI

Power supply – including heavy current – as well as internet and Wi-Fi are available in all areas.



# CATERING

Regardless of whether it's traditional, classic or international, we cooperate with some of the best catering companies to make your event an impressive culinary success – for an atmosphere that appeals to all the senses.

We will also be delighted to liaise with a different catering company. We provide your chosen caterer with up to two fully equipped kitchens on the first floor and a semi-equipped prep kitchen with cold storage and deep-freeze facilities on the ground floor.

If you opted for a caterer other than our five catering partners, please allow for a handling fee.



ADVENTURE CATERING  
+43 1 407 81 19  
office@catering.at  
www.catering.at



GERSTNER CATERING  
+43 1 316 65-2468  
catering@gerstner.at  
www.gerstner.at



MÖRWALD CATERING  
+43 2738 229 80  
catering@moerwald.at  
www.moerwald.at



MOTTO CATERING  
+43 1 585 23 03  
info@motto-catering.at  
www.motto-catering.at



TRABITSCH CATERING  
+43 1 707 64 81  
catering@trabitsch.at  
www.trabitsch.at



# ACCOMMODATION AND HOTELS

RADISSON BLU  
STYLE HOTEL VIENNA  
Herrengasse 12  
1010 Vienna, Austria  
+43 1 227 800  
[info.style.vienna@radissonblu.com](mailto:info.style.vienna@radissonblu.com)

STEIGENBERGER HOTEL  
HERRENHOF WIEN  
Herrengasse 10  
1010 Vienna, Austria  
+43 1 534 040  
[reservations@herrenhof-wien.steigenberger.at](mailto:reservations@herrenhof-wien.steigenberger.at)

LE MERIDIEN WIEN  
Opernring 13  
1010 Vienna, Austria  
+43 1 588 900  
[info.vienna@lemeridien.com](mailto:info.vienna@lemeridien.com)

PARK HYATT VIENNA  
Am Hof 2  
1010 Vienna, Austria  
+43 1 227 40  
[vienna.park@hyatt.com](mailto:vienna.park@hyatt.com)

HOTEL DE FRANCE  
Schottenring 3  
1010 Vienna, Austria  
+43 1 313 680  
[defrance@gerstner-hotels.at](mailto:defrance@gerstner-hotels.at)

HILTON PLAZA  
Schottenring 11  
1010 Vienna, Austria  
+43 1 313 900  
[info.viennaplaza@hilton.com](mailto:info.viennaplaza@hilton.com)

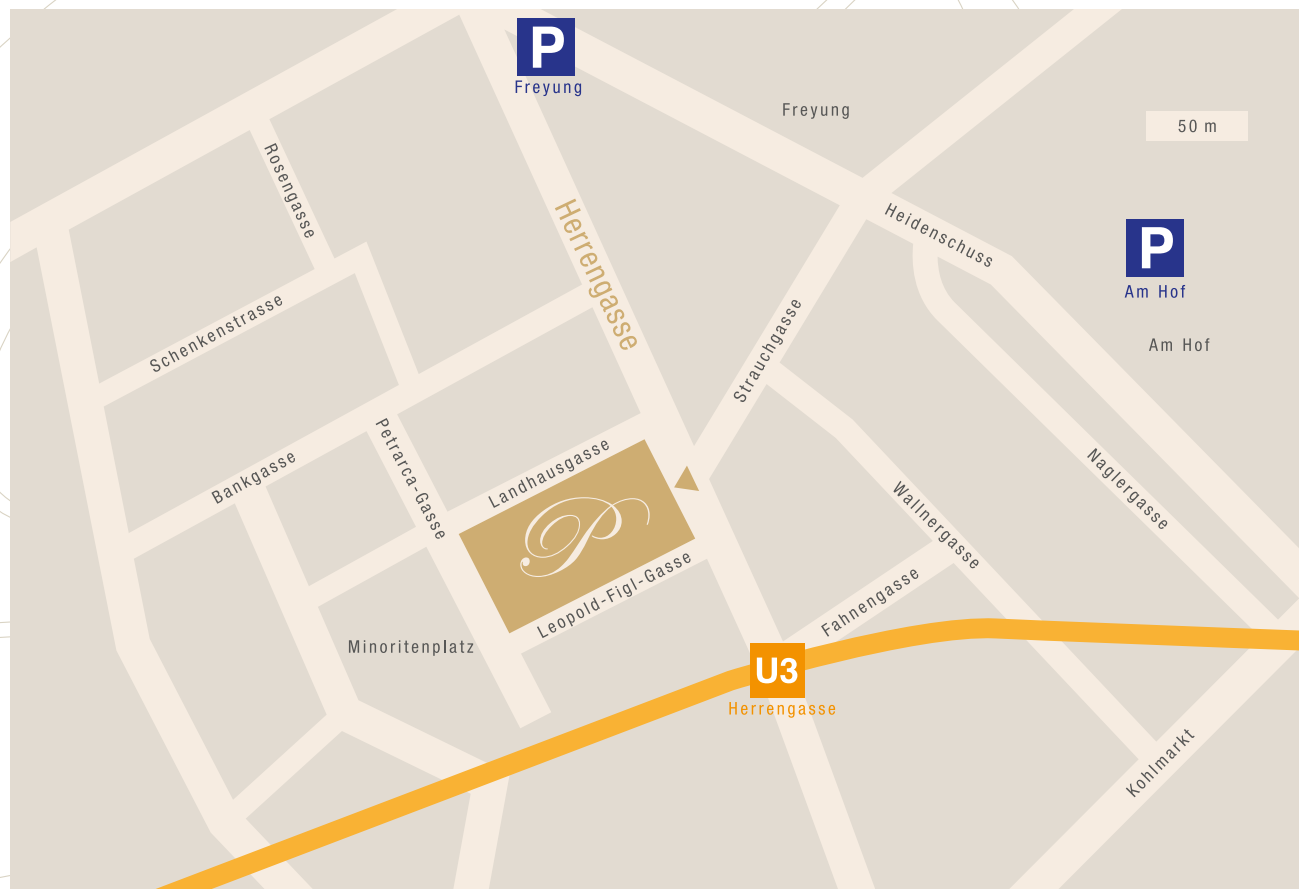


# CONTACT / IMPRINT

PALAIS NIEDERÖSTERREICH  
Herrengasse 13  
1010 Vienna, Austria  
+43 1 907 62 99  
office@event-residenzen.at  
www.event-residenzen.at



Burgtheater/  
Rathaus



Graben/  
Stephansplatz

Michaeler Platz/Hofburg

VIA DOMINORUM Grundstückverwertungs Gesellschaft m.b.H., Landhausplatz 1, 3100 St. Pölten, Austria  
+43 1 907 62 99, office@event-residenzen.at  
Commercial Registry Number: FN 155335j, VAT ID ATU 42459601  
Bank Details: HYPO NOE Gruppe Bank AG, IBAN: AT50 5310 0064 2320 2643, BIC/Swift Code: HYINAT22

# GENERAL TERMS AND CONDITIONS

## 1. GENERAL

VIA DOMINORUM Grundstückverwertungs Gesellschaft m.b.H. is the entity authorised to dispose of the premises at Palais Niederösterreich, Herrengasse 13, A-1010 Vienna and makes the premises available for events and the provision of services by third parties in the course of such events based on separate individual contracts. The user or organiser shall be referred to hereinafter as 'counterparty or organiser'. The department of VIA DOMINORUM Grundstückverwertungs Gesellschaft m.b.H. responsible for provision shall be referred to hereinafter as 'Palais Niederösterreich'. These terms and conditions represent the basis for and an integral part of any contract associated with events at the premises at Palais Niederösterreich of VIA DOMINORUM Grundstückverwertungs Gesellschaft m.b.H., Landhausplatz 1, A-3100 St. Pölten concluded separately. Opposing terms and conditions of the counterparty shall have no effect and are excluded. Any derogation shall be valid only if made in writing, in a precisely defined scope and by authorised signatories. In cases of doubt, any derogation shall be interpreted restrictively. The counterparty shall comply with these conditions upon conclusion of the agreement, in any case upon the use of Palais Niederösterreich. The counterparty assures VIA DOMINORUM Grundstückverwertungs Gesellschaft m.b.H. that it shall comply with any applicable regulation under commercial law or otherwise for which it is responsible and accepts liability for such compliance. If there is any doubt on the part of the counterparty as to the admissibility of instances of use, as to the scope of restrictions of use, respectively, conditions under commercial law, as to compliance with safety regulations or if it identifies deficiencies, then it is required to consult with Palais Niederösterreich, respectively, give notice of such circumstances. It is noted that on no account shall provision of the premises for the purpose of holding events be subject to Austria's Landlord and Tenant Act (Mietrechtsgesetz). The

leasing/letting of the premises shall always be limited to the duration of the contractually agreed event and end in line with the intended duration of the event provided for in the individual contract. Hence, regardless of type the contractual right of use shall expire without the need for a notice of termination.

## 2. PUTTING THE CONTRACT INTO SPECIFIC FORM

The location and time span of the event to which the contract relates and the extent and type of other services as well as services of third parties requiring organisation are derived from the contract concluded separately. The counterparty shall give written notification (by fax or email) of the number of participants by no later than 14 days before the event. This number shall be regarded as a guaranteed minimum number for which Palais Niederösterreich shall make any necessary preparations. If the organiser does not provide Palais Niederösterreich with a guaranteed number by no later than 14 days before the event, then the number specified in the contract shall be regarded as the guaranteed number.

## 3. TRANSFER OF RIGHTS (LIABILITY OF THE ORGANISER)

With the exception of the paid or unpaid opportunity for individuals to participate in the event, the organiser is not entitled to transfer the rights assigned to it under the contract with Palais Niederösterreich to third parties in whole or in part.

## 4. LIABILITY OF THE ORGANISER

Regardless of fault, the organiser shall be liable for any harm inflicted on Palais Niederösterreich by itself, its employees, guests or other individuals present in the rooms of Palais Niederösterreich at its instigation or with its consent. Such liability applies to damage to the building or movables belong-

ing to Palais Niederösterreich, in particular. Palais Niederösterreich may impose the conclusion of appropriate insurance by the organiser, which provides adequate cover for any personal injury or financial loss, in particular, also to the fabric of the building, on the organiser in the contract, require the assignment of claims made under the contract of insurance before or after a claim and make the event contingent on the submission of proof of conclusion of the required contract of insurance and payment of the premium.

## 5. INDIVIDUALS ACTING ON BEHALF OF THE ORGANISER

Any individual who signs the contract or order on behalf of the organiser is liable for the satisfaction of any obligation of the organiser arising from the contract jointly and severally with the organiser. The organiser shall specify in the contract the individuals authorised to carry out transactions on its behalf. If no such individuals are specified, then Palais Niederösterreich may deem that those individuals who sign the contract are authorised to do so as they are regarded as having been appointed to conclude the contract by the organiser.

## 6. LIABILITY OF PALAIS NIEDERÖSTERREICH AND ACCIDENTS

Palais Niederösterreich assumes no liability whatsoever for accidents involving users of or visitors to the property provided for in the contract. Palais Niederösterreich is liable only in cases of its own gross negligence or intent, which result in damage incurred by the organiser.

## 7. AUTHORISATIONS AND PERMITS

If regulatory approvals are required for the counterparty's event, then the organiser shall obtain such regulatory approvals in due time and at its own expense, respectively, register the event and submit a copy to Palais Niederösterreich no later than

three days before the event. Any conditions shall be satisfied by the organiser at its own expense such that Palais Niederösterreich is not disadvantaged and incurs no expense. If the attendance of officials from a regulatory body is imposed, then this shall be ensured in due time by and at the expense of the organiser. If compliance with any of the conditions imposed is – for whatever reason – not ensured or ceases to be ensured by the organiser, then Palais Niederösterreich may prohibit or cancel the event. In such cases, the rules on cancellation shall apply mutatis mutandis. Palais Niederösterreich explicitly refers the organiser to the need to observe and comply with Vienna's law on events, Vienna's law on event venues and other laws and ordinances pertaining to events.

## 8. CHARGES AND FEES FOR EVENTS

The organiser is responsible for the registration and payment of all charges, fees and event-related taxes (such as entertainment tax). If a demand for such payments is made directly against Palais Niederösterreich, then it shall be indemnified and held harmless by the counterparty. Reproduction rights must be acquired from the AKM (state authorised society for authors, composers and publishers) for musical performances using audio or visual media of any kind. The counterparty is required by law to request appropriate authorisation from the AKM in due time before the event begins. The counterparty must reckon with claims for compensation made under the Austrian Copyright Act (Urheberrechtsgesetz) in the event of an omission.

## 9. TREATMENT OF THE PROPERTY

Any rooms, areas, furnishings, etc. provided shall be treated with respect and care, and in the manner designated. Having regard to normal wear and tear, upon expiration of the period agreed they shall be returned in the same condition as they were prior to use.

# GENERAL TERMS AND CONDITIONS

## 10. ATTENDANTS AND TECHNICIANS

During the period agreed for assembly and disassembly, Palais Niederösterreich shall provide an attendant to monitor the entire process as well as compliance with any necessary measures and regulations. Unless the contract provides otherwise, an additional fee shall be charged for this attendant. Said fee shall be based on actual cost. If the organiser requires the services of Palais Niederösterreich's technician, then these services shall be charged as an additional item based on actual cost. Hourly rates for the above shall be laid down in the contract, otherwise, the regional hourly rates are agreed on with due regard to the time and degree of difficulty.

## 11. DISASSEMBLY, REMOVAL AND WASTE DISPOSAL

The organiser is obliged to arrange for the disassembly and removal of all objects taken into the rooms of Palais Niederösterreich promptly after the event; this also applies to any waste and packaging material. If disassembly and removal is not implemented/completed without delay, then Palais Niederösterreich may arrange for removal and disposal at the expense of the organiser.

## 12. CATERER

For the provision of culinary services to the guests of the organiser, Palais Niederösterreich shall nominate selected catering partners, which meet a superior standard. Commissioning and settlement shall be made directly between the organiser and the catering company. Where such a service is charged by Palais Niederösterreich, this will be done in the name and on behalf of the catering partner. Moreover, the organiser may use its own caterer and only lease the premises of Palais Niederösterreich. The organiser undertakes to pay the charges associated with cleaning the preparation kitchen provided by Palais Niederösterreich to the

caterer at the usual rates. Unless already provided for in the contract, any other special requirements of the organiser shall be charged separately and in addition to the agreed fee. Food and drink may be taken onto the premises only by the catering company that has been booked. Exceptions must be agreed in the contract in writing.

## 13. DECORATIONS AND STRUCTURES

If the organiser intends to install decoration material or technical structures in the premises, then this must be agreed beforehand in writing. Damage must not be caused by such decorations or structures to the architecture and rooms of Palais Niederösterreich. Installation and/or assembly must be carried out by qualified personnel; all legal requirements, those pertaining to fire safety and events in particular, must be observed. In the case of (technical) structures, appropriate precautions shall be taken to ensure that the areas made available are not damaged, the walls and floors in particular. Any decorations or structures provided by Palais Niederösterreich shall remain the property of Palais Niederösterreich; the organiser shall make good any damage to such items. The cost of the decoration and structures shall be borne by the organiser. The organiser shall reimburse Palais Niederösterreich with any expenses in this regard.

## 14. FIRE SAFETY REGULATIONS

Fire fighting, detection and other safety devices may not be obstructed, covered or moved. The full width of any walkway in the premises as well as exits and emergency exits shall be kept clear and must not be obstructed by structural parts, transport equipment, components or other objects.

## 15. OBJECTS TAKEN INTO THE PREMISES

Palais Niederösterreich assumes no liability whatsoever for objects of any kind taken into Palais Niederösterreich or sent to/collected from

Palais Niederösterreich before/after the event. In addition to damage, this also applies to theft, robbery and burglary. Any risks shall be borne by the counterparty. Moreover, the counterparty shall, inter alia, indemnify and hold harmless Palais Niederösterreich vis-à-vis any claims made by third parties. Surveillance shall not be provided by Palais Niederösterreich.

## 16. INSPECTIONS

The counterparty acknowledges that – even during the contract period – Palais Niederösterreich is entitled to inspect the rooms and areas used by the organiser provided that the object of the contract or legitimate interests of the organiser are not severely prejudiced by this. The organiser is not entitled to carry out independent inspections without prior arrangement.

## 17. PROMOTIONAL ACTIVITIES

Any promotional activities that refer to events in the premises of Palais Niederösterreich require the prior approval of Palais Niederösterreich.

## 18. CONGRESS STATISTICS

Information on your event will be forwarded to the Vienna Convention Bureau for recording in the Austrian Congress & Convention statistics. Following that, you will receive a clearance email. Your information will not be published before clearance has been obtained from you. Your event information is used purely for Austria's Conference & Congress sector records.

## 19. CANCELLATION AND TERMINATION

Palais Niederösterreich is entitled to cancel the contractual relationship without notice – even during the event – if the required payments on account are not made in due time, if the event jeopardises the smooth operation of Palais

Niederösterreich or the reputation and security of Palais Niederösterreich or of participants and personnel or if the event cannot be carried out or completed as intended for reasons of force majeure. In any such case, the organiser shall not be entitled to make any claim whatsoever against Palais Niederösterreich due to termination of the contractual relationship.

## 20. CANCELLATION

If the booking is cancelled

- up to 90 days before the event, then the organiser shall pay 25% of the room hire charges;
- up to 60 days before the event, then the organiser shall pay 50% of the room hire charges;
- up to 30 days before the event, then the organiser shall pay 100% of the room hire charges;
- up to 3 days before the event, then the organiser shall pay 100% of the room hire charges and 50% of the catering services booked;
- within 72 hours of the event, then the organiser shall pay 100% of the room hire charges and 100% of the catering services booked.

However, cancellation charges for catering must be paid to Palais Niederösterreich only if catering was booked via Palais Niederösterreich, e.g., conference package. Otherwise, the conditions of the contract concluded separately with the caterer shall apply. Furthermore, Palais Niederösterreich shall be reimbursed with any costs and expenses already incurred. It is only possible to derogate from these terms of cancellation in writing in the contract.

## 21. PAYMENT ON ACCOUNT

An advance payment of 80% of the expected sales volume plus VAT shall be paid by the organiser 30 days before the date of the event. Should the payment on account not be credited to the bank account notified by Palais Niederösterreich, then Palais Niederösterreich reserves the right to can-



# GENERAL TERMS AND CONDITIONS

cancel the room reservation. In such cases, the rules on cancellation shall apply mutatis mutandis.

## 22. PAYMENT

Payment for provision of the premises and any other services rendered by Palais Niederösterreich shall be made with due regard to the agreed advance payments. Services rendered by third parties shall be agreed and paid for directly. After prior written agreement, Palais Niederösterreich is authorised to draw up an aggregate statement for all services rendered in the course of the event; subcontracted supplies and services (such as catering) shall be charged in the name and on behalf of the third party. The outstanding amount invoiced is due within 14 days of receipt of the invoice, but no later than 18 days from the date of the invoice (if not already due and payable in part or in whole prior to the event under the contract) without any deductions. In the event of late payment, interest on arrears as provided by law for business transactions according to § 1333 para 2 Austrian Civil Code (Allgemeines Bürgerliches Gesetzbuch - ABGB) is agreed.

## 23. ADDRESS OF THE ORGANISER

Declarations and notices sent by Palais Niederösterreich to the last address notified by the organiser shall also be regarded as having been delivered if the organiser fails to notify Palais Niederösterreich of a change of address.

## 24. JURISDICTION

The contractual relationship shall be governed exclusively by Austrian law. The principles on conflicts of law are excluded. The parties agree that the court competent for the Vienna Innere Stadt (1st Municipal District of Vienna) or at the discretion of Palais Niederösterreich the competent court in St. Pölten shall have exclusive jurisdiction.

These general terms and conditions are explicitly acknowledged by the organiser upon signing the contract and represent an integral part of the contractual relationship.