

# Organising an event

The Austrian Events Act defines events as “activities, happenings or gatherings to entertain, amuse or train their participants.”

Publicly marketed and publicly accessible events are subject to the Styrian Events Act 2012, and you have to report, register, or get your event approved according to its size.

Reports/registration/applications for Graz have to be addressed to:

## Stadt Graz, Bau- und Anlagenbehörde<sup>1</sup>

Veranstaltungsreferat  
Europaplatz 20, Graz, 8020  
+43 316 872 5974  
[veranstaltungen@stadt.graz.at](mailto:veranstaltungen@stadt.graz.at)

Point of contact:

**Referat für Veranstaltungen<sup>2</sup>**  
Europaplatz 20, Graz, 8020  
+43 316 872 5970  
[veranstaltungen@stadt.graz.at](mailto:veranstaltungen@stadt.graz.at)

## MAJOR EVENTS (subject to approval)

A major event refers to any event expected to attract more than 20,000 participants or events with more than 20,000 participants present at the same time.

If you want to hold a major event, you have to submit an online application form to the Bezirksverwaltungsbehörde<sup>3</sup>. The form has to be submitted at least 3 months before the start of the event.

## EVENTS (subject to registration)

Events that do not need to be reported or require a permit still have to be registered via online form at the competent authority.

The registration has to be submitted at least 6 weeks before the event.

## MINOR EVENTS (subject to report)

A minor event is defined as follows:

- a **maximum of 300 people** is expected to attend
- no danger to participants or people who are not involved is to be expected
- the event takes place **between 8.00 a.m. and 11:00 p.m.** or in a hospitality establishment
- the event lasts for a **maximum of 3 days**

Notification deadline: **2 weeks** before the event

The report has to contain the following information with its necessary proof:

- name, date of birth, address, mandatory delivery address in Austria, and telephone number of the organiser, as well as the telephone number of any person in charge of organising the event
- a precise description of the event, especially the type and the name, time, duration, and agenda of the event
- a precise name and description of the venue, including its total capacity, name, address, and written declaration of consent of the owners or people authorised to use it
- the expected number of people and the maximum number of people present at the same time.

You can find additional information on this website\*:

<https://tinyurl.com/eventsgraz>

The **IG Kultur Steiermark<sup>4</sup>** is happy to help you!\*

Stadtpark 1, Graz, 8010  
+43 681 104 29507  
office.igkultur@mur.at  
<https://steiermark.igkultur.at>

\*website only available in German

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<sup>1</sup> *Stadt Graz Bau- und Anlagenbehörde* (Building and Facilities Authority) is an authority responsible for monitoring several procedures in Graz, such as the construction procedures.

<sup>2</sup> *Referat für Veranstaltungen* (Department for Events) is a department of the *Stadt Graz Bau- und Anlagenbehörde* and is mainly responsible for approving events in Graz.

<sup>3</sup> *Bezirksverwaltungsbehörde* (district administrative authority) is the competent local authority responsible for general state administration.

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<sup>4</sup> *IG Kultur Steiermark* is a NGO and acts on behalf of its members to secure the basic conditions for autonomous cultural work and to improve them.