

TO ALL SPACE SEEKERS

space search and space opening

Space requirements

→ Before starting your search, clarify the following questions:

- ☐ What are the requirements for the space??
(Area, height, noise protection, budget, etc.)
→ think about it + write it down!
- ☐ Does it need its own space?
- ☐ Is it possible to connect to existing space use?
→ z.B. space sharing, district partnerships, etc.
- ☐ Are there potential supporters?
→ especially for specific project plans
→ Networking with local stakeholders.
- ☐ What investments are possible?
→ timewise + finances!
- ☐ What costs are typical?
→ Conduct market research

Space search

→ Space can be found in these ways:

- ☐ Search in the neighborhood / surrounding area
→ Not all spaces are offered online!
- ☐ Contact local initiatives
- ☐ Use platforms (see below)
- ☐ Check potential vacancies

include
local
Actors &
Neighbors

Space opening

→ Evaluate specific spaces with regard to these aspects:

- ☐ Are the premises really available or empty?
(Many rooms just seem empty - e.g. storage rooms, etc.)
- ☐ What infrastructure is there?
→ Water, electricity connection, gas meter, fireplace/extractor
→ Clarify during the space visitation!
- ☐ What other criteria are important?
→ structural condition, equipment, size, classification,
Rent/utility costs, deposit,
Operating costs, time limitation

notes



Establishing Contact

- Find the right contact:
- ☐ Ask neighbors and property managers
- ☐ Contact details of the property management are usually on the notice board in the house entrance area posted
- ☐ About land register extract owner-identity (fee required)
→ free via Kreative Räume Wien

Attention



In case of structural defects:

- The owner is responsible for the handover of the object for safe use responsible
- If necessary, remove defects on your own responsibility.
- Clarify liability assumption!!

Platforms

Local initiatives / projects / contacts

- Vienna Area Management / Urban Renewal (Gebietsbetreuung)
are a service facility commissioned by the City of Vienna and offer information, advice, and projects related to local urban development processes and the participation of city residents.
They are also one of the contact points for local initiatives or projects.
→ gbstern.at
- Local Agenda 21 Vienna
Promotes citizen participation processes within the framework of sustainable urban development. Through agenda offices in individual Viennese districts, such as the Grätzloase program, it supports city residents in shaping their neighborhood & offers the opportunity to participate in decisions about changes in the district.
→ la21wien.at
- District councils
→ wien.gv.at

Sharing space - cooperative uses

- Neighborhood partnerships
are an initiative of the district management agencies. The project connects people who have space and those looking for space in the respective districts.
→ gbstern.at
- imGrätzl – Raumteiler (space sharing)
supports self-employed individuals, creative professionals, and small businesses in reducing or sharing rent and equipment costs. It connects those seeking space with those sharing space.
→ imgraetzl.at

Commercial premises / areas

- Free Locals is a service provided by the Vienna Chamber of Commerce. The site provides an overview of commercial premises in Vienna that are available for rent.
→ freielokale.at
- Wiener Wohnen – Vacant commercial premises
offers the opportunity to rent affordable premises in municipal buildings. There are no brokerage fees.
→ wienerwohnen.at

Co-Working / Pop-Ups / Veranstaltungen (Suchplattformen)

gopopup.com
coworker.com
deilma.com (App)
wofeiern.at

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space opening & management

space-specific:

- Clarify whether the planned use is feasible here::
- What are the infrastructure requirements?
 - functioning elevator, accessibility, etc.
- What is the space's purpose?
 - In some cases, only certain uses are permitted (as stated in the condominium agreement)
- What are the requirements?
 - In particular for public uses: e.g. escape routes, fire protection, etc.
- Is there an operating facility permit and if so, what kind?
 - See info box!
- Is private use (e.g. work space) or public use (e.g. events) planned?
 - This affects the requirements; for example rooms of the GB* (Gebietsbetreuung) must be publicly accessible
- Is a gradual activation possible?
 - Additional areas available at a later date



Creating a usage concept: KRW can help!!
→ possibly including portfolio of previous projects (helpful in contract negotiations)

Clarify responsibilities

- „Garbage”: Who is responsible for clearing out the trash before/after use?
- Key: How many? Who takes over
Copy it? Other technical possibilities?

What legal forms are there?



Individuals

cooperatives

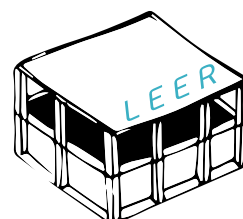
task allocation
house rules
communication structure

Association

→ statutes!

Private Companies

→ GmbH, KG, OG, GeBR (LLC, LP, GP)



notes



info



Operating facility permit

An operating facility permit is mandatory for businesses that are not only carried out temporarily and that cause nuisance (noise, etc.), hazards, or impairments, such as workshops, restaurants, etc.

Uses that generally do not require an operating permit are those that do not cause emissions and do not pose any hazards (for employees, guests, etc.), e.g., offices, retail...

Once a month there is a free project consultation day at the respective district office.

TO ALL SPACE SEEKERS



Curb rental costs

- Is rent-free use possible?
Otherwise look for cost-saving alternatives! e.g. Gradual increase in costs or the cost of use
- e.g..initially only activation then operating costs, then regular tenancy

financial

How to negotiate correctly?

„Business-Plan“ / concept

- on the one hand, “persuasion work” to open the space
- on the other hand, long-term Security (not only from may depend on funding)

Goals
keep costs
low &
convey
professionalism

Contracts

- These aspects should be contractually agreed:
 - ☐ Detailed breakdown of costs
 - ☐ Exact payment deadline
 - ☐ Dealing with late or missed payments
 - ☐ Whether the transfer of the area is permitted or not
 - ☐ Which services / space are part of the usage/ Tenancy agreements
 - ☐ How the space is actually used

notes





KRW can help here:

- Sample contracts
- Free legal advice / advice on contract negotiations
 - e.g. evaluation of submitted contracts

For shared use:

- ☐ contracts between each other.
Note: is subletting possible?
- ☐ Otherwise: user agreements, 'service fee' or membership in the association

info

Types of contracts

Precarium / Supplication

- can be terminated at any time without reason
- Free use
(ggf. Betriebskosten)

Loan agreement

- for a specific period of time (limited term)
- Free use
(operating costs if applicable)

Graduated rental agreement

- initially only activation
- in the next step operating costs
- finally regular tenancy
(gradual increase)

Rental agreement

- for a fixed or indefinite period

Funding / Networks

Good overview of funding for art and culture:

- IG Kultur Brochures: Cultural Information Service - Financing Art and Culture
→ igkulturwien.net

Funding from the City of Vienna's municipal authorities:

- MA 7 (Cultural Department of the City of Vienna)
→ wien.gv.at/kultur
- MA13 (Education, extracurricular youth care and adult education)
→ wien.gv.at/freizeit/bildungjugend
- MA17 (Integration and Diversity; annual funding priorities)
→ wien.gv.at/menschen/integration
- MA57 (Promotion of women's facilities and gender projects; annual priorities)
→ wien.gv.at/menschen/frauen

Funding from the Federal Ministry for Housing, Arts, Culture, Media and Sport (BMWKMS): usually depends on funding): from MA 7 Culture - e.g. 1/3 of the funding amount from MA 7
→ bmwks.gv.at

- Basis.Kultur.Wien (funding initiatives: Shift; Cash for Culture)
→ basiskultur.at
- kùltűř gemma! (Program to promote migrant cultural production; scholarships and fellowships)
→ kultuergemma.at

• KÖR – Kunst im öffentlichen Raum Wien - Art in Public Space Vienna: supports projects that are implemented in the publicly accessible & accessible spaces of the City of Vienna
→ koer.or.at

Wirtschaftsagentur Wien - Overview of funding programs:

→ wirtschaftsagentur.at

Business Revitalisation Funding Programme

For the renovation (floors, walls, heating, sanitary facilities, electrical systems, etc.) of business premises in the street level zone that have been vacant for at least 3 months, the Business Agency provides funding of 50% (up to a maximum of 35,000 euros). Clubs are also eligible for funding. The new use must create a service (e.g., retail, but also services, events, educational opportunities, etc.).

→ wirtschaftsagentur.at/foerderungen

WKO (Chamber of Commerce) Overview of economic development in Austria (funding database)

→ wko.at

Start-up service - Advice service for founders

→ gruenderservice.at

Raumpioniere - Crowdfunding for urban projects:

→ raumpioniere.at

→ imgraetzl.at/region/crowdfunding