

**Central Events and Conferencing Office
Neelsie Student Centre Booking Form**

Please provide the most up to date/relevant information to help us make your event a success

All events are subject to Stellenbosch Municipal By-laws . Please refer to the website for event application documents and timelines	<u>Link to Stellenbosch Municipality website</u>
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1. Venue

Please select from the list below

Other

2. Rental period

Please indicate your preferred dates and times:

Set up

Event

Strike

3. Customer Details

First time customers(Companies) please fill out the section below:

Company name

Company registration number

physical address

Billing address

Primary contact person

telephone (W)

telephone (C)

email

Secondary contact person

telephone (W)

telephone (C)

email



First time customers (Individuals and Students) please fill out the applicable sections below

Individual Full name	
ID number	
email	
physical address	
Billing address	
Name of SU Body	
Name of SRC-registered Society	

Existing Customers please fill out the section below

Name	
Primary contact person	
telephone (W)	
telephone (C)	
email	

4. Please give a brief overview and purpose of the event

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5. Attendee numbers

Students	
Non-Students	
Crew/support staff	

6. Do you require the following (include amounts):

Tables	
Chairs	
Display boards	



7. Services requested as part of venue hire

Medical included in quote & dependent on event type, risk category.
 Security included in quote & dependent on event type, risk category.
 Waste management included in quote & dependent on event type, risk category.
 Cleaning included in quote & dependent on event type, risk category.

Fencing	
Ablutions	
Safety officer	
Catering	
Furniture	
Tents/ non permanent structures	
Flowers	
AV/sound	
Parking(amount of bays)	
WIFI	
Ticketing system and staff	
Hospitality	
Accommodation	
Event management	

8. Services supplied by event owner

Fencing	
Ablutions	
Safety officer	
Catering	
Furniture	
Tents/ non permanent structures	
Flowers	
AV/sound	
WIFI	
Ticketing system and staff	
Hospitality	
Event management	

9. Any other information

10. Risk Checklist

Will additional lighting be put up?	
Will temporary power points be set up?	
Will cabling be laid on any walkways ?	
Will the gathering be held on a sidewalk ?	
Will public roads be used?	
How many people are expected?	
Will temporary structures , e.g. stands or stages, be erected?	
Will music or performances be presented?	
Will alcohol be available?	
Will tents be erected?	
Will there be children and supervision of children?	
Will dangerous goods be stored?	
Will fireworks be set off?	
Will security services be hired?	
Will gas be used?	
Will braai facilities be available?	
Will contractors be hired?	