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STELLENBOSCH  
UNIVERSITY

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1918 - 2018

**Central Events and Conferencing Office  
Film shoot application form**

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

All events and film shoots are subject to Stellenbosch Municipal By-laws . Please refer to the website for event application documents and timelines

[Link to Stellenbosch Municipality website](#)

1. Outline of usage of photographs or films

2. Nature of activities

3. Rental period

**Please indicate your preferred dates and times:**

Set up

Shoot

Strike


4. Requirements for filming facility or area:

**5. Attendee numbers**

Participants

Crew/support staff


**6. Parking and setup area required (indicate number of vehicles**

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**6. Customer Details**

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

Company name

Company Profile/nature of business

Company registration number

Company VAT number

Physical address

Billing address

**Primary contact person**

telephone ( W )

telephone ( C )

email

**Financial contact person**

telephone ( W )

telephone ( C )

email


**First time customers(Individuals) please fill out the section below**

Individual Full name

ID number

email

physical address

Billing address


**Existing Customers please fill out the section below**

Company name

**Primary contact person**

telephone ( W )

telephone ( C )

email


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	
Medals / trophies	
Sports equipment(please specify)	

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	
Accommodation	
Event management	
Medals / Trophies	
Sport equipment	

9. Any other information

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