

**Central Events and Conferencing Office**  
**Rooiplein and Library Steps Booking Form**

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

<p>All events are subject to Stellenbosch Municipal By-laws . Please refer to the website for event application documents and timelines</p>	<p><a href="#"><u>Link to Stellenbosch Municipality website</u></a></p>
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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 (if applicable)	
Name of SRC-registered Society	

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

Name	
<b>Primary contact person</b>	
telephone ( W )	
telephone ( C )	
email	

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

5. Attendee numbers

Students	
Non-Students	
Crew/support staff	

6. Topic/Theme of Discussion (if applicable)

7. Participating Speakers (if applicable)

Speaker 1 Name:	
Speaker 1 Topic:	
Speaker 2 Name:	
Speaker 2 Topic:	

**8. 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	

**9. 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	

**8. Any other information**

9. Risk Checklist

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