

Central Events and Conferencing Office
Meetings / Workshops / Small-Event 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>Link to Stellenbosch Municipality website</p>
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1. Event Type

Please select from the list below

Other

2. Venue

Please select from the list below

Other

3. Rental period

Please indicate your preferred dates and times:

Set up

Event

Strike

4. 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) 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	

5. Please give a brief overview of the event

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6. Attendee numbers

Spectators	
Participants	
Crew/support staff	



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