



### SU Conservatorium: Foyer

Event	
Event date	
Venue	
SU Event Lead	
SU Event Ops Manager	

I confirm that I have read and will abide by these rules	
Event Organiser	
Signature	
Date	

<b>Venue capacity</b>	
Registration & waiting area	531
Cocktail Function	300
Floor Level	First & Second Level
Universal Access	First Level only
<b>Security minimum deployment</b>	Event owner must notify the SU Events Lead of political/ high profile guests attending the event, as well as any protocol attached to guest, in writing at least two weeks prior the event.
Awards/Cocktail function	3 (2 at entrance, 1 roaming )
Exhibitions	3 (2 at entrance, 1 roaming )
Other	To be determined in consultation with SU Risk Management
<b>Medical minimum per event type</b>	This final deployment depends on event risk category and attendee numbers as well as event type
Awards	2 x BLS
Church	2 x BLS
Conference	2 x BLS
Theatre	2 x BLS
<b>Parking</b>	Please confirm parking requirements 2 weeks before the event date by sending an email to <a href="mailto:ulrikev@sun.ac.za">ulrikev@sun.ac.za</a>
Car capacity:	Weekdays 08:00- 16:20   2 x Parking Bays available for Conservatorium, not per venue

	All guests parking inside during office hours must display the accreditation supplied by the SU Events Lead. Registration of cars must be sent to <a href="mailto:ulrikev@sun.ac.za">ulrikev@sun.ac.za</a> the day prior the event date.
Car capacity: After hours & Weekends	Booms are open after-hours, from 16:30 on weekdays, and over weekends. Limited on-street parking available in Victoria – and Neethling Street.
Bus (60 seater) Capacity	1 x Parking bay can be arranged on request.
Bus (40 seater) Capacity	1 x Parking bay can be arranged on request.
Bus (7-14 seater) Capacity	Parking can be arranged on request
Drop off and go zone	Can be arranged on request. A fee may be applicable for additional staff required
<b>Equipment supplied as part of venue</b>	
	10 x Square tables
	8 x 3-Seater ottomans
	8 x Round coffee tables,
	1 x 3m Long wooden table(registration)
Usage may incur an additional fee	
	Ticket Office
	Coffee Counter
	Kitchen & prep area
	Orchestra Chairs
	Chairs
	Music stands
	Additional equipment/decor/furniture
	Instruments
	Conductor's podium
	Printing
	White board
	Flipchart
	Flipchart Sheets x 50
	Markers
	Assistance with set-up/ branding etc
	SU Piano usage, moving and tuning
<b>Power supply available</b>	
3-Phase Power.	No
Wall plug-points	Please refer to the venue specification document
<b>Generator</b>	Yes
<b>WIFI (Available at a daily fee)</b>	Please confirm the SSID and Password with the event coordinator 2 weeks before the event date.
<b>Venue etiquette</b>	Permanent equipment installed in the venue may only be operated by persons approved by the SU Event Lead.
<b>Additional equipment/decor/furniture</b>	Final numbers must be confirmed 1 week prior the event date

	The hire of the SU Conserve venues does not include the use of other SU Music Department facilities, equipment or music instruments
	All rental requests should include a set design/ orchestra layout and/ all extra equipment being brought in from external suppliers, at least two weeks prior the event.
	Only use approved vendors from the CECO preferred suppliers list. If not on the list then written approval must be given from SU Events Lead 2 weeks prior the event.
	The maximum capacity does not make provision for space taken up by additional decor, furniture etc. This must be allowed for by the client's guest list & venue plan
	Nothing to be stuck onto the walls.
	No furniture is to be moved without prior written consent by the letting officer.
<b>Mess/Damages</b>	All glitter/ decorations must be cleaned up by the client before leaving the venue
	Any damage to venue property must be reported to the SU Events Lead on duty immediately
	Please leave the venue in the same state that you received it. If excessive cleaning is required after the event, the Event Owner will be charged accordingly.
	Extra cleaning of the foyer carpet will incur a fee payable by the Event Owner.
<b>Loading/ off loading</b>	Use of loading dock under supervision of venue manager only.
	<b>Food &amp; beverage vendors</b> All food and drinks should be served in the foyer.
	Only use approved vendors from the CECO preferred suppliers list. If not on the list then written approval must be given from the SU Events Lead 2 weeks prior the event.
	Placement to be approved by the SU Events Lead
	A thorough site visit must take place with the vendor, event owner and CECO representative before the event date
	The vendor must submit a signed copy of the venue rules prior or on the day of the event.
	Caterers must remove all refuse from the kitchens and place in identified waste receptacles.

**Fire/smoking/smoke special effects**

<p>Strictly no open flames, unprotected lights, haze machine, smoke machine, fogger machines are allowed anywhere in the building.</p>
<p>Cigarettes and any related tobacco products are not allowed to be used lit on stage. Herbal cigarettes are not allowed to be used lit on stage.(SU policy dictates) Use of vape and electronic cigarettes are also not allowed.</p>
<p><b>Over-time</b> Prior arrangement must be made to allow rehearsals/move-ins to continue after 23:00 in exceptional circumstances only.</p>