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STELLENBOSCH  
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### SU Conservatorium: Endler Concert Hall

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>	
Performers	50
Maximum Audience Capacity	531
Dressing Rooms	3 x 2 pax
Vendors	None, see food/beverage vendor rules for details
Floor Level	First & Second Level
Universal Access	Yes, can accommodate 7 x wheelchairs
<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 to the event.
Awards	5 (1 at front entrance, 2 at back entrance, 1 roaming)
Church	5 (1 at front entrance, 2 at back entrance, 1 roaming)
Conference	5 (1 at front entrance, 2 at back entrance, 1 roaming)
Concerts	5 (1 at front entrance, 2 at back entrance, 1 roaming)
<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- 16:30   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 to 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>	
	Air conditioning
	SU Lectern
	Standard concert hall lighting
	Choir benches
Usage will incur additional costs:	
	Ticket Office
	Coffee Counter
	Kitchen & prep area
	AV & Sound
	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
	Moving SU piano's & instruments
	Piano tuning
<b>Power supply available</b>	
3-Phase power	3 Phase power is available. The use thereof must be requested in writing 4 weeks prior to the event to the SU

	Events Lead. All connections must be signed off by the University's Electrician.
wall plug points	Please refer to venue specifications document.
<b>Generator</b>	Yes
<b>WIFI (Available at a daily fee)</b>	Please confirm the SSID and Password with the SU Events Lead 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 Events Lead.
	Strictly no eating or drinking is allowed in the Endler Concert Hall. Only bottled water is permitted. Please be mindful of the water crisis and finish the water in your bottle before throwing it away.
	Sitting/standing in the isles is prohibited during a performance/event.
<b>Additional equipment/decor/furniture</b>	Seating arrangement & final numbers must be confirmed 1 week prior the event date
	The hire of the SU Conserve facilities does not include the use of other Music Centre 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 SU Events Lead.
<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 or amphitheatre.
		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, foyers and amphitheatre and place in identified waste receptacles.
	<b>Stage</b>	The stage is to be returned to its original state after the event/performance.
		No screws or permanent fixtures are allowed to go into the floor or walls . Any changes/damages to the floor/ walls and the restoration thereof will be for the event owners account.
	<b>Fire/ smoking/ smoke special effects</b>	Strictly no open flames, unprotected lights, haze machine, fogger machines are allowed anywhere in the building.
		Odourless smoke machines are allowed in the Endle. The use thereof must be approved by the SU Events Lead in writing, before use.
		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.
	<b>Dressing rooms</b>	Use of 3 dressing rooms (2 pax capacity each ), on the 2nd floor included. No step free access to the second floor.
		Dressing rooms/green room/waiting room must be vacated within half an hour of the performance

**Specialized equipment**

finishing unless by prior written consent of the SU Events Lead.
No props/ costume or set making/ painting may take place in the auditorium/ stage/ dressing rooms.
The cleaning staff are not allowed to enter the dressing rooms while in use. The client must ensure they are kept to standard and bins be placed outside in the passage for emptying at the end of each evening
Only trained and authorised technical staff are permitted to operate specialised equipment/ call shows.
Venue staff & crew may work 08:00-23:00 with a 1-hour lunch break and a 30-minute dinner break to be scheduled.
<b>Over-time</b> Prior arrangement must be made to allow rehearsals/move-ins to continue after 23:00 in exceptional circumstances only.