



UNIVERSITEIT
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STELLENBOSCH
UNIVERSITY



SU Conservatorium: Fismer 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	

Venue capacity	
Performers	60(including stage extensions for choirs)
Maximum Audience Capacity	180
Fixed Seating	60
Loose Chairs	120
Vendors	None, please refer to Food/beverage vendor rules for details
Dressing rooms	None, can be arranged on request
Floor Level	Second Level
Universal Access	None
Security minimum deployment	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	2 (1 at entrance, 1 roaming)
Church	2 (1 at entrance, 1 roaming)
Conference	2 (1 at entrance, 1 roaming)
Concerts	2 (1 at entrance, 1 roaming)
Medical minimum per event type	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
Parking	Please confirm parking requirements 2 weeks before the event date by sending an email to ulrikev@sun.ac.za

Car capacity:	Weekdays 08:00-16:30 2 x Parking Bays available for Conservatorium Complex, 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 ulrikev@sun.ac.za 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.
Equipment supplied as part of venue	
	Aircon
	SU Lectern
	Standard concert hall lighting
	120 x black chairs
Usage will incur additional costs:	
	Ticket Office
	Coffee Counter
	Kitchen & prep area
	AV & Sound
	WIFI
	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
Power supply available	
3 phase	Yes
wall plug points	Please refer to the venue specification document
Generator	No

WIFI (Available at a daily fee)	Please confirm the SSID and Password with the event coordinator 2 weeks before the event date.
Venue etiquette	Permanent equipment installed in the venue may only be operated by persons approved by the SU Event Lead.
	No SU pianos/ instruments are allowed to be moved by the client. Please consult the SU Events Lead at the site-inspection if this service is required
	Strictly no eating or drinking is allowed in the Fismer. Only bottled water is permitted. Please be mindful of the water crisis and finish you're the water in your bottle before throwing it away.
	Sitting/standing in the isles is prohibited during a performance/event.
Additional equipment/decor/furniture	Seating arrangement & 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.
Mess/Damages	
	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

	<p>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.</p>
	<p>Extra cleaning of the foyer carpet will incur a fee payable by the Event Owner.</p>
Loading/offloading Food & beverage vendors	<p>Use of loading dock under supervision of venue manager only.</p>
	<p>All food and drinks should be served in the foyer.</p>
	<p>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.</p>
	<p>Placement to be approved by the SU Events Lead</p>
	<p>A thorough site visit must take place with the vendor, event owner and CECO representative before the event date</p>
	<p>The vendor must submit a signed copy of the venue rules prior or on the day of the event.</p>
	<p>Caterers must remove all refuse from the kitchens and place in identified waste receptacles.</p>
	<p>The stage is to be returned to its original state after the event/ performance.</p>
	<p>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.</p>
	<p>Strictly no open flames, unprotected lights, haze machine, fogger machines are allowed anywhere in the building.</p>
Fire/ smoking/ smoke special effects	<p>Only odourless smoke machines are allowed. In the Endler. Final approval by the SU Event Lead must be given in writing before use.</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 not allowed.</p>
	<p>The Fisser does not have its own allocated dressing rooms. A venue can be arranged on request</p>
Dressing Rooms	
Specialized equipment	<p>Only trained and authorised technical staff are permitted to operate specialised equipment/call shows.</p>

Crew may work 08:00-23:00 with a 1-hour lunch break and a 30-minute dinner break to be scheduled.

Over-time

Prior arrangement must be made to allow rehearsals/move-ins to continue after 23:00 in exceptional circumstances only.