

EVENT RULES

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	

Definitions:

Venue Owner: Stellenbosch University

Event Owner: Person/ organization that makes final decisions and takes full legal responsibility for the event (Signs the contract).

SU Event Lead: Person that represents Stellenbosch University CECO and is responsible for the project management of the event, serves as primary communication between various Stakeholders.

SU Events Operational Manager: Person that represents CECO for event operations.

Event Organiser: Person responsible for managing, planning & organising the event.

Client: Person/ organisation making use of a service.

CECO: Central Events and Conferencing Office

BLS: Basic Life Support refers to the type of care that first-responders, healthcare providers and public safety professionals provide to anyone who is experiencing cardiac arrest, respiratory distress or an obstructed airway.

Overtime: Any time used by the Client outside of the agreed upon rental period defined in the rental agreement.

GENERAL RULES

- I. Any persons entering/using the Stellenbosch University facilities/venues :
 - a. Does so entirely at their own risk and neither the University nor the University's management, CECO or any employee shall be liable in any manner whatsoever for:
 - b. Any claim or damage arising or suffered either directly or indirectly from personal injury or harm whatsoever, including death, or any damage whether direct or indirect to personal or other property whatsoever, and howsoever caused.

- c. Shall, by doing so, be deemed to indemnify the University against any liability for damages, and howsoever caused.
2. Nothing that can potentially serve as a hindrance/ obstruction can be packed/ placed within a metre of a door/ entrance/ walkway.
3. The venue and event date may not be published before venue is confirmed
4. The event owner should abide by what the safety officer/VOC commander/Local SAPS officer says with regards to the safety and security of the event.
5. No animals/pets are allowed on site except legitimate guide/service animals
6. Behaviour of participants, organiser/spectators
 - a. Conduct within all facilities and venues should be in the spirit of good sportsmanship
 - b. Attendees are expected to maintain a high standard of personal hygiene at all times
 - c. Use of inappropriate language/behaviour is prohibited at all times
 - d. No attendees will be allowed on the premises whilst under the influence of narcotics or other mood/behaviour altering substances
 - e. No spitting
 - f. At no time shall spectators enter the field of play/climb onto stage
 - g. Family members and/or children of the participants/performers or any visitors/spectators/audience members are not allowed backstage/ cloakrooms/dressing rooms unless by prior arrangement in writing with CECO.
 - h. Children as performers/ participants must be under constant adult supervision
 - i. It is the Event Organisers responsibility to ensure that participants/performers are protected from harm whilst taking part. This is of paramount importance when dealing with children or persons at risk (derangement)
 - j. The events organiser (or representative) shall, at the Stellenbosch University's request, remove any person from the premises whose behaviour is not acceptable.
 - k. There is a legal responsibility to ensure that participants are protected from harm whilst taking part in gymnastics.
7. All lost property should be handed in to event organiser or venue manager on duty.
8. All SU venues are a smoke free environment as per the [Tobacco Products Control Amendment Act 63 of 2007](#). No smoking allowed anywhere inside or within 15m of any facility entrances.
9. No weapons are allowed at any events. To ensure a safe, weapon-free campus for all staff members, students and visitors. Violating the [SU policy](#) on weapon-free campuses will lead to disciplinary and/or legal action.
10. Explosives, braai's or open fires:
 - a. Are not allowed on the premises unless by prior arrangement with the SU Event Lead.
 - b. Pyrotechnics to be set up and operated by industry professionals only.
 - c. Braais by written consent of the SU event lead and only in demarcated area.
 - d. Fire extinguishers may only be removed from their positions in order to fight a fire. They may not be used as weights or doorstops.
11. Decorations :
 - a. Must be approved by CECO & Maties Sport Events office
 - b. Must be fireproof.
 - c. Must be erected and removed in a manner not destructive to Stellenbosch University property using painter's tape, only where tape is necessary.
 - d. The use of nails, tacks, staples, screws, duct tape, packing tape or foam mounting on any surfaces is prohibited
 - e. The event organiser shall remove all additional decor, furniture, equipment etc. immediately after an event and as arrangement with the SU events lead.

12. Should a hiring supplier only remove furniture/equipment/goods the following day, CECO/Maties Spot events Office will not take responsibility for any possible losses. This responsibility shall rest with the event organiser.
13. The event organiser shall make all his/her own arrangements for collection afterwards. The venue owner shall not store goods and/or make arrangements for collections on his/her behalf unless otherwise specified
14. Overtime:
 - a. Will be billed per hour for any incremental usage thereof
 - b. Will include staffing & venue costs
 - c. Overtime will be charged at hourly rates as per the published venue rate card
15. Damage to be reported immediately to SU event lead on duty. Will be billed to the client if deemed part of event damage
16. Comprehensive venue checks will be done before and after each event. Findings of both shared with client.
17. Client/organiser must obtain the correct licenses and permits from the national/provincial/municipal bodies where applicable.
18. A SAMPRA licence is required for all music played during the event. Please consult the SAMPRA [website](#) for applications
19. CECO will not be held accountable for any copyright infringement by the event organiser;
20. Load shedding
 - a. The latest [schedule](#) is available online
 - b. The SU does not take responsibility of the start time of the event is delayed due to load shedding or any complications that arise as a result.
 - c. Any additional generators should be requested at least 2 weeks prior to the event and any fees attached will be billed to the client.
 - d. The venue does not take responsibility for any damage caused by load shedding to any equipment brought in from external suppliers.
21. Marketing/Media
 - a. Drones: Must have appropriate commercial licence and conform to Aviation regulations
 - b. Video/filmography: All media personnel should have accreditation on display at all times.
 - c. The event organiser should consult the SU event lead for any restrictions that may apply
 - d. Television coverage: In the instance that an event is to receive television coverage, the client shall give a two week written notice thereof to CECO including any logistic arrangements required.
 - e. Use of SU logo: SU logo is not to be used in conjunction with any external event unless stipulated otherwise by the valid rental agreement
22. Branding
 - a. Placement must be confirmed by CECO/ Maties Sport Events Office 1 week before event in writing
 - b. Placement will be signed off at a site meeting prior to the event date
 - c. Any branding left on site will be destroyed within 1 week of the event date
 - d. Pegs may not be allowed in some venues. Please consult your SU event lead
23. 3rd party suppliers:
 - a. Only use suppliers/vendors on the CECO/Maties Sport Events Office approved list
 - b. Catering/electrical installations/gas: COC/COA must be up to date and displayed at all times
 - c. Subcontracting suppliers- only with event organiser approval if the supplier is not the one with the SU contract
 - d. SU will not sign for any deliveries. The event organiser must be present to accept all deliveries
 - e. Event organiser must inform SU event lead of all scheduled deliveries and collections (date and time)

- f. A complete list of any additional equipment/ décor (inc lighting, sound, sporting equipment etc.) brought in must be submitted to CECO/ Maties Sport Events Office in writing 2weeks prior the event, for approval.
24. Non-Permanent structures:
 - a. All non-permanent structures must comply with Stellenbosch Municipality By-Laws
 - b. Placement of tents and similar must be submitted on a site map to the CECO/ Maties Sport Events office before municipal event application is submitted
 - c. No tent pegs, ground piercing for anchorage is allowed on the premises. please use water drums, concrete weight or other if appropriate.
25. Cleaning
 - a. Will be organised by CECO/ Maties Sport Event Office
 - b. Specific cleaner allocation will be attached to quote
26. Security
 - a. Sport: Will be organised by Maties Sport Event Office,
 - b. Other venues: Will be overseen by CECO
 - c. Minimum deployment is indicated on the venue map. This is subject to change depending on the risk of the event.
27. Sanitation
 - a. Where appropriate indoor ablution facilities are not available the client must provide clean and working ablutions with the ratio toilet to people 1: 100 reference: SANS page no: 73 point 14. page 88 & 89
 - b. Placement will be confirmed at the site meeting
 - c. Only SU approved suppliers are permitted
 - d. Sport: Maties Sport will handle all arrangements of this nature for sport events.
28. Waste management
 - a. CECO & Maties Sport Events Office ensures that events on campus are environmentally responsible. Please recycle.
 - b. Organisers must implement processes to manage event waste to mitigate waste going to landfill and participants must take responsibility for their actions when disposing of litter.
29. Venue/facility plans : Generic up to date plans will be supplied.
30. Client/event organiser must supply final layouts for course/security/medic location/VOC etc before the municipal event application
31. Event organiser/safety officer responsibility: On site briefing with all role players must take place min 1 hr before event commences onsite
Please ref document 'Pre-Requirements for an Event'
32. Performing Arts: Shows may not commence without clearance from the Front of House manager
33. Opening gates/doors to the public may only commence with the approval of the safety officer
34. Food Vendors :
 - a. Please ref document 'Pre-Requirements for an Event'
 - b. pacific vendor numbers and placement permissible is available on the specific venue rules and venue map.
 - c. Vendors must be placed in areas signed off by SU event lead/Maties Sport Events Manager
 - d. Event organiser must communicate SU rules to Vendors on site
35. Fencing: Placement under guidance of SU events lead. Will be confirmed at site meeting before Municipal event application.
36. Securing to the ground dependant on surface. Please consult the SU event lead for placement and approval on securing method.
37. Attendees numbers::
 - a. Numbers at the event should be consistent with what is communicated to the SU Events Lead, if not the event may be stopped as the risk category will change

- b. Capacity per venue is available on specific venue rules
- c. Please notify the SU events lead if any changes have been made to the event(attendee numbers etc.) at least 2 weeks prior the event.

38. Parking: Specific rules apply per venue. Please consult the SU event lead

39. Grass fields

- a. No glass bottles
- b. No cars unless prior permission granted by CECO/ Maties Sport Events Office
- c. Fields must be cordoned off for sporting events
- d. Pick up dog mess
- e. Specific rules will apply based on event type. This will be made clear to the event owner and team
- f. Use of pegs must be approved by SU event lead
- g. No digging of holes for any reason