

EVENT RULES: Neelsie Cinema Complex

Event name	
Event date	
Venue	
CECO Event Coordinator	
For the client:	
I confirm that I have read and will abide by these rules	
Signature	
Date	

Definitions:

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

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

Client: Person / organisation making use of a service.

CECO: Central Events and Conferencing Office

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

Event rules:

1. COVID-19 Compliance
 - a. A mask must be worn over the mouth & nose at all times.
 - b. SU has published guidelines pertaining to Covid-19. Refer to the SU website for the latest information, regulations and updates [here](#).
 - c. Contact track and trace is compulsory. The attendance register must be sent to CECO within 24 hours after the event.
 - d. Health check & screening of all staff and attendees must be completed before travelling to the venue, or on arrival.
 - e. Attendees or staff who present a temperature above 37.5° will not be allowed to enter the venue and will be referred to the COVID-19 compliance officer or medic on duty.
 - f. Guests that present symptoms throughout the duration of the event will be asked to wait in an isolation room until medical assistance can be provided.
 - g. Children under the age of 5 do not have to wear masks.
 - h. Wash & sanitise hands frequently.

- i. Sanitisation stations are placed at the entrance of every venue.
 - j. Speakers / presenters do not have to wear a mask when addressing the audience. They must maintain a minimum distance of 2m from any attendees. Masks must be put on before returning to their seats.
 - k. Microphones must be sanitised before & after use.
 - l. All guests must maintain a social distance of 1,5m at all times
 - m. Seat markers indicating which seats may be used are in place at the venue.
 - n. An SU COVID-19 Compliance Officer must to be appointed for the full duration of the event.
 - o. Fogging / sanitising of venues must take place after every event/ before a new group of guests enter the venue
 - p. The event organiser must schedule a period of 45 minutes minimum for venue cleaning and preparation, between events or every new group of people entering the venue. This includes all spaces that have been occupied during the event, including the bathrooms and backstage areas.
 - q. The COVID-19 Compliance Officer on duty can halt the event if guests are found to be non-compliant.**
2. 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.
 3. Nothing that can potentially serve as a hindrance/ obstruction can be packed/ placed within a metre of a door/ entrance/ walkway.
 4. The venue and event date may not be published before venue is confirmed.
 5. The event owner should abide by the instructions given by the Venue Manager/COVID-19 Compliance Officer.
 6. No animals/pets are allowed in the venue except legitimate guide/service animals.
 7. Behaviour of participants/ organiser
 - a. No attendees will be allowed on the premises whilst under the influence of narcotics or other mood/behaviour altering substances.
 - b. The event organiser (or representative) shall, at the Stellenbosch University's request, remove any person from the premises whose behaviour is not acceptable.
 8. All lost property should be handed in to Event Organiser or Venue Manager on duty.
 9. 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.

10. 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.

11. Good or supplies brought into the venue by the Event Organiser
 - a. The event organiser shall remove all additional decor, furniture, equipment etc. immediately after an event and as arrangement with the SU events lead.
 - b. CECO will not take responsibility for any possible losses should a supplier only remove furniture/equipment/goods the following day. This responsibility rests with the Event Organiser.
 - c. The Event Organiser shall make all his/her own arrangements for collection of any goods/equipment brought into the venue.
 - d. The venue owner shall not store goods and/or make arrangements for collections on his/her behalf unless otherwise specified

12. Overtime:
 - a. Will be billed per hour for any incremental usage thereof
 - b. Will include staffing & venue costs
 - c. Overtime will be charged at pro rata hourly rates.

13. Venue management
 - a. Venue damage must be reported immediately to Venue Manager on duty. It will be billed to the client if deemed part of event damage.
 - b. Comprehensive venue checks will be done before and after each event. Findings of both shared with client if requested.

14. Permitting and licenses
 - a. Client/organiser must obtain the correct licenses and permits from the national/provincial/municipal bodies where applicable.
 - b. A SAMPRA licence is required for all music played during the event. Please consult the SAMPRA [website](#) for applications
 - c. CECO will not be held accountable for any copyright infringement by the event organiser.

15. 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.
 - e. The venue has a back-up generator that will start automatically within 5min after the main power fails .

16. Marketing/Media
 - a. The event organiser should consult the SU event lead for any restrictions that may apply

- b. 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

17. Branding

- a. Placement must be confirmed by CECO 1 week before event in writing
- b. Any branding at the venue on site will be destroyed within 1 week of the event date

18. 3rd party suppliers

- a. Only use suppliers/vendors approved by CECO.
- b. Subcontracting suppliers- only with event organiser approval if the supplier is not the one with the SU contract
- c. SU will not sign for any deliveries. The event organiser must be present to accept all deliveries
- d. Event organiser must inform SU event lead of all scheduled deliveries and collections (date and time)
- e. A complete list of any additional equipment/ décor (inc. lighting, sound etc.) brought in must be submitted to CECO in writing 2 weeks prior the event, for approval.
- f. Catering is permitted in the foyer. Only popcorn and kiosk beverages are permitted in the cinemas. Please confirm arrangements with the events manager before booking your supplier.
- g. No hot food, of any sort, will be allowed inside the cinemas

19. Cleaning

- a. Will be organised by CECO- specifically during the COVID 19 Pandemic.
- b. Specific cleaner allocation will be attached to quote.

20. Security

- a. Will be organised by CECO if necessary.

21. Attendees numbers

- a. Capacity per cinema is:
 - Cinema 1: 120 | COVID-19 seating capacity: 28
 - Cinema 2: 96 | COVID-19 seating capacity: 25
- b. Please notify the SU events lead if any changes have been made to the event(attendee numbers etc.)timeously.

22. Parking

- a. No parking is supplied with the venue. There is paid parking under the Jan Mouton Centre. Please liaise with your event coordinator for delivery vehicle access.