

Neelsie Student Centre

| | |
|-------------------------|--|
| Event | |
| Event date | |
| Venue | |
| SU Event Lead | |
| SU Event Ops Manager | |

| | |
|--|--|
| I confirm that I have read and will abide by these rules | |
| Signature | |
| date | |

GENERAL RULES

1. MARKETING

1.1 No service or product already offered for sale in the Neelsie may be marketed. Examples of these are as follows:

- Takeaway eateries, restaurants, coffee-shops, home industries, pubs
- Bookshops, CD shops, gift shops, florists, stationers'
- Banks, travel agencies
- Supermarkets, pharmacies, beauty salons, hairdressers'
- Shops selling sweets, biltong, dried fruit or nuts
- Clothing stores and other clothing companies
- Services offering typing, laminating, printing, telephone services, faxing or the cutting of keys
- Cell-phone companies, Internet services
- Cigarettes and tobacco products

1.2. No alcohol or strong liquor may be marketed.

2. CONDUCT

No strong and/or indecent language, slogans and/or messages may be used.

3. PLACARDS

3.1 Any placards or banners must be viewed, approved and stamped beforehand by Centre Management.

3.2 No hand-written placards – only computer-generated placards – are permitted.

3.3 Placards and banners may be put up only on display boards or in positions designated by Centre Management. Banners may be hung above the stage or on tables along walkways **ONLY** for the duration of the event.

3.4 Placards may not be put up on rubbish bins, walls, pillars, windows or banisters. All placards put up in unauthorised places or unstamped placards will be removed and the party(ies) concerned will be penalised.

4. EVENTS IN GAT

4.1 Sound equipment and extension cords must be provided by the convener.

4.2 During music performances, loudspeakers must be positioned on their stands and not on Centre Management tables.

4.3 Sound volume during an event in the GAT must be acceptable to both the audience and shops. Centre Management may instruct sound to be turned down and, if such instruction is not complied with, may terminate the event immediately.

4.4 Food court: Tables and chairs may be moved only with the written permission of Centre Management. No clients may be deprived of seating.

4.5. Nothing, such as balloons, may be dropped from the walkway to the bottom floor (the GAT area). No clients may be forced to participate.

5. WALKWAYS

5.1 Tables and chairs must be collected from Centre Management and returned after the event. If the event lasts longer than one day, the tables must be returned to Centre Management at the end of every day. Tables must be covered by tablecloths, which must be provided by the convener.

5.2 Tables must be attended at all times. There may be no eating, drinking or smoking at the tables.

5.3 No products may be sold at the tables, except for tickets for functions.

5.4 No shop fronts or windows may be obstructed by tables.

5.5 Chairs must be neatly positioned behind the tables at all times.

6. LIABILITY

Centre Management is not liable for any damage, theft or vandalism during any event.

| | |
|--|--|
| Venue capacity | Dependent on type of event (<i>COVID Regulations will dictate actual capacity allowed</i>) |
| Security minimum deployment | Will be guided by SU Risk |
| Medical minimum per event type | Will be guided by SU Campus Health |
| Parking | Please confirm requirements with SU Events Lead |
| Power supply available | Single and 3 phase |
| Wifi (Available at a daily fee) | No |
| Ablutions | Available inside the Neelsie Student Centre |