



1. **Objective:**

To establish guidelines and procedures for all events.

2. **Procedure:**

2.1 Booking – Every request or reservation must be submitted via email to the booking offices at Facilities Management for the availability and the booking must be secured.

2.2 Formal Event meeting – Will be arranged with the event organisers and all stakeholders of UFS discussing the following:

Event Date and Time

Venues

1. Choice of Venue
2. Holding Rooms for VIP
3. Break away rooms
4. Number of Guests/ attendants

Public Health

1. Waste Management
2. Alcohol (Liquor Licence) - **Client consult with Thato Block: Health and Safety Officer**
3. Food (service provider and Notification to Municipality - **(Client consult with Thato Block: Health and Safety Officer)**)
4. Drinking Water

Public safety and Security

1. Selling of tickets (on campus or outside)
2. Medical Emergency Services
3. Security and Crowd Control - **(To arrange with UFS Security Services Mr Dan Alexander/Mr Noko Maselesa)**
4. Event Risk Categorisation Application – (Application at SAPS)
5. Disability Access
6. Use of Gas
7. Venue Grading Certificates

Traffic and Pedestrian Management

1. Road Closure
2. Parking

Infrastructure

1. Power and Lighting (COC if necessary)
2. Ablution Facilities (permanent or temporary)
3. Temporary Structures (Tents and Stages)

Event Promotion

1. Signage
2. Ticketing

After The Event

1. Cleaning inside and outside
2. Removing of Temporary Signage

Insurances

1. Public Liability Insurances(**Compulsory, Clients responsibility**)
2. Security Company (registration with compensation Commissioner)

Sound (Preferably Star Sound or Creative Kilowatt)

- **In cases of minor events the meeting will be done 14 days prior to the event.**
- **In case of bigger ad hoc events, more than 1 meeting will be necessary and must start as soon as possible but not shorter than 2 months prior.**
- **Facilities Management must be informed of events taking place on campus.**

3. Types of bookings:

- 3.1 Simple Meetings – Does not require any set up, special audio or visual needs, parking, no food or catering, additional support from any other campus entity. Simple meetings are booked as a reservation and the space can be directly booked. AWO (Albert Wessels Auditorium) Bookings: Authorisation required from Rectors Office.
- 3.2 Campus Event – Requires setup, special audio and/or visual needs, parking, food/catering, or additional support from any other campus entity. Campus events are booked as requests. Campus events include all registered student organization reservation.
- 3.3 Presidential Event – Any event that requires the presence of dignitaries of UFS or any other dignitaries of high importance must go through Top Management.
- 3.4 Preferably the client should make use of security services or engage with UFS security to ensure a smooth running event.

4. Event Integrity Statement:

The information submitted with your event request should be as accurate as possible. Once the event is confirmed, the scope of your event may not be changed from the original request without notifying your event coordinator immediately. Your event will be re-evaluated and if these changes are considered excessive your original request will be cancelled and you will have to submit a new event request with the new event.

5. Entertainment/Activities:

This policy includes all of the following but not limited to:

- Singers
- Bands
- Performers
- DJ's
- Political Parties
- Gospel Shows
- Graduations
- Rectors Functions
- Arts Festivals

This policy makes also provision for:

- All events held by any party/department/ faculty etc. on campus (Departments such as Sport and Recreation; Music; Drama; Housing and Residences; Rectos Functions; Strategic Communication; Ad-Hoc requests; Faculties or Departments)

Current status: No control over the following events

- Guest speakers
- Sporting events
- Conference's
- Expo's
- Theatre Productions
- Students Associations
- Church events

6. **Payment/** Fees:

Facilities Management will provide an estimate for all required services and venue hire amount prior to the event. The full amount must be settled 10 working days before the event. Full deposit will be refunded after venue has been inspected and no damages occurred.

7. **Acts that must be comply with:**

- 7.1 SASREA Act 2 of 2010
- 7.2 The liquor Act 59 of 2003
- 7.3 Municipal By-laws
- 7.4 Construction Regulation 2014
- 7.5 Disaster Management Act 2002
- 7.6 Occupational Health and Safety Act 85 of 1993

Signed:

Mrs. Ria Deyssel

Director

University Estates