



CITY OF TSHWANE

"we are the same"

Agriculture and Environmental Management Department

Environmental Management Division

Room G01, 175 DF Malan Drive, Pretoria
PO Box 1454 | Pretoria | 0001
Tel: 012 358 0495 | Fax: 086 2149 184
Email: mollyg@tshwane.gov.za

My ref:
Your ref:
Contact person:
Division/Section/Unit:

Tel: 012 358 0495
Fax: 086 2149 184
Email: Mollyg@tshwane.gov.za

APPLICATION TO HOST AN EVENT/FUNCTION IN A PARK OR PUBLIC OPEN SPACE

NB:

- 1) PLEASE NOTE THAT THIS APPLICATION MUST BE RECEIVED BY THE DIRECTOR, PARKS AND HORTICULTURAL SERVICES AT LEAST 21 DAYS PRIOR TO THE DATE OF THE PLANNED ACTIVITY AS THE ACTIVITIES AND VENUE STILL NEEDS TO BE APPROVED

APPLICANT'S NAME:

BUSINESS NAME:

HOME ADDRESS:
(Proof of address must be attached)

TELEPHONE:

FAX:

E-MAIL:

VENUE:.....

DATE OF FUNCTION:20.....

TIME OF FUNCTION:

PREPARATION/DISMANTLING DATES:

ACTIVITIES WHICH WILL BE PRESENTED:

MAXIMUM PERSONS EXPECTED TO ATTEND EVENT:

TYPES OF STRUCTURES TO BE USED:.....

FAILURE TO COMPLETE THE FORMS FULLY AND SUBMIT THE REQUIRED DOCUMENTATION WILL DELAY THE OUTCOME OF THE APPLICATION. See item 20 for annexures.

The City of Tshwane Metropolitan Municipalities By-laws pertaining Public amenities determine that:

- No gathering may take place in a facility (public open space) unless being booked in advance and the hiring fees being paid in full
- "public gathering" means a gathering of 12 or more persons

1. **PARK HIRE TARIFFS**

- 1.1 An R100.00 non refundable Application Admin Fee will be charged on ALL applications for park rentals. The fee can be paid at our offices, see above, or deposited into the following ABSA bank account. The receipt/deposit slip must be attached to the application for occasional lease form when the application is submitted.

The following ABSA bank account must be used:

Name of holder: City of Tshwane

Account number: 4053381912

Branch number: 323345

Reference: 202202

- 1.2 The rental fee per day will be determined after the complete forms have been received at our office. This amount is payable as soon as possible as written permission will only be issued AFTER ALL PAYMENTS have been received. Only cash, EFT's and bank guaranteed cheques will be accepted. If the organising body neglects to pay the fee at least 7 days prior to the event, the booking will automatically be cancelled. No refund will be made if the function is cancelled at least 7 day prior to the event or due to weather conditions, and it is the organiser's responsibility to arrange insurance in this regard.

1.3 **Refundable damage deposit**

The Park Superintendent or his proxy will determine an amount, according to his discretion and out of previous experience and the risk for the Municipality.

The deposit will be refunded should there be no damage to the City of Tshwane Metropolitan Municipality property after the function.

However, I/we (the organiser/s) are responsible for any damage to the City of Tshwane Metropolitan Municipality property, including grass, trees and plants. Should the damages amount to more than the paid/quoted amount I/we (the organiser/s) will pay this extra amount within 7 working days to the City of Tshwane Metropolitan Municipality.

I/We are also responsible for the cleaning of the terrain of litter and equipment after the function, and we acknowledge the fact that we only have three (3) days to do this. If I/we (the organiser/s) neglect to hand the park back in a condition that satisfies the Park Superintendent, the full deposit will be forfeited.

Should I/we (the organisers) not cancel the booking 7 days before the date of the booked venue, I/we will forfeit the full deposit.

The deposit must preferably be paid together with the rental fee.

Any outstanding money owed to Metro Police or any other Department of the City of Tshwane (from any previous event held by the organiser) should be settled directly with them as a matter of urgency as it is a combined committee of the City of Tshwane who approves the use of any venue for such a function.

2. **TSHWANE ACT 205 COMMITTEE (ACT 205 UNDER THE REGULATIONS OF THE GATHERING ACT)**

Attached to this application is the completed "Notice under the regulations of the Gathering Act" which the Organiser must hand over to the responsible Officer (at least 7 days prior to the function) at the Tshwane Metropolitan Police Headquarters' (Snr Superintendent: D.D. Nkhwashu, tel 012 358 0027 to arrange a meeting with this committee. This committee consists of role players responsible for a specific service that needs to be done and obeyed to ensure a successful and safe function. At this meeting all relevant needs, specifications and arrangements will be discussed. The function/event must be approved by the Chief of Metro Police before it can be held.

Event/function conditions and other arrangements are as follows:

2.1 **TRAFFIC SERVICES**

Traffic services outside the PARK needs to be rendered by the Tshwane Metropolitan Police and the responsible person is Snr Superintendent D.D. Nkhwashu, tel no 012 358 0027. If it is necessary for Metro Police to do traffic control outside the PARK, the organiser will be liable for the costs thereof.

2.2 **SECURITY SERVICES**

Security services will be discussed between the Tshwane Metropolitan Police, the SAPS, and the Private security firm delegates. The organisers acknowledge the fact that they must reach an agreement to the type of service, manpower, logistics etc before any function may take place. If the organisers fail to reach a proper agreement that is acceptable to the Tshwane venue committee, the booking will be cancelled.

2.3 **NOISE LEVEL REGULATION**

In terms of the provisions of regulation 13(2) of the Gauteng Noise Control Regulations issued in terms of the Environment Conservation Act (Act 73 of 1989) an application to conduct an event/function/music activities is subject to the following conditions.

The outdoors noise level emitted from the property may not exceed 45dB at daytime and 35dB at night time. Should amplifiers be used the sound should not be heard outside the park. Should any complaints be received you must take immediate steps to solve the problem.

3. **ENTRANCE AND GATE CONTROL**

No person may obtain entrance to a site unless he/she has paid the approved tariff of the Municipality or has an approved permit. A public amenity may not be cordoned off and must still be accessible to the public. No private organisation may charge any entrance fees at any public amenity, without the permission of the Municipality.

The organiser takes note that members of the Tshwane Municipality with an official City of Tshwane Metropolitan Municipality identification card may enter the premises for official purposes at any stage without prior arrangement. The organiser accepts that the Park Superintendent reserves the right to allow any person to enter the park without prior arrangement, or explanation to the lessee. Any person or persons, who claim to have an appointment or need to visit the Park Superintendent, or any other official of the park, must be accommodated. The organisers may have to contact the Park Superintendent or official to get his or her permission that the person may enter the park. If it is the opinion of the Lessee / Organiser that the parks Officials are misusing this right, it can be reported to the Park Superintendent.

Your activities may not create or be a nuisance to anybody in or around the park. Should any complaints be received, you must take immediate steps to solve the problem.

NB: Park Personnel/ kiosk lessees and visitors

The organisers must take note that the aforementioned staff members must at all times be allowed to enter the park. The kiosk/restaurant has the right, at all times within the duration of the function/event, to continue with business. Fences/structures closing off the kiosk/restaurant will **not be allowed**.

4. **PARKING**

No person shall in any public amenity drive, park or place a vehicle upon or over any part of a flower bed or lawn, except such spaces especially reserved for such purpose.

NB: It is not permitted to charge clients for parking. The traffic must also flow freely in and out of the parking area.

5. **DURATION OF ACTIVITIES/CONCERT/FUNCTION**

The activities will only be allowed to carry on until 21:00 at the latest. The organisers will control the gates of the venue from 07:00 until the activities are over. It is the organiser's responsibility to see to it that all the people leave the park after the function and that no music is allowed after 21:00. If any music is played after 21:00, the paid deposit will be forfeited.

6. **PLACING OF ACTIVITIES**

The location of the structures will be discussed with the Parks Superintendent at least 5 working days prior to the event. Furthermore certain items such as the stage and sound system will be set up on the day before the activities, and must be removed within the next day after the activities has ended. If organisers need more time to erect or take down the stage, the organiser needs to discuss it with the Park Superintendent **and an addition fee of will be charged**.

7. **SAFETY: TEMPORARY STRUCTURES**

The organisers acknowledge the fact that any temporary structure (tent, stage, etc) must be inspected and approved by the City of Tshwane Municipality's Building Control Section. The necessary certificates must be obtained before the function will be allowed to continue. The contact persons are listed on the attached form of conditions for the erection of temporary structures. Application for special events must reach that office 7 days prior to the event.

It must be stated very clearly that if an application does not reach that office in time, they can not do any inspections and will therefore withhold occupation certificates. Procedures must be adhered to for that office to properly approve an application and to enable them to do inspections in time.

The steps to the stage will be fitted with 1, 2 metres high balustrades (handrails) on the sides and the stage will be equipped with two 9-kg dry powder fire extinguishers.

The cost for any temporary structure is for the organiser.

8. **ALCOHOL, FOOD AND FIRES**

No person shall, contrary to a provision of a notice, bring into a public amenity any alcohol or any other liquor of whatever nature.

The selling of food, if permission therefore has been granted must be in accordance with Section 3 of the Municipalities By-laws.

No person shall on, in or at a public place make a fire or holds a braai except at places where braai facilities are provided. Almost none of the parks have been provided with braai facilities.

9 **WASTE MANAGEMENT /REMOVAL**

The organiser's will discuss and arrange the management of the waste and litter with Mr Frans Dekker of Solid Waste at telephone 012 358 0541, or Jean Struwig at 012 358 0556. We (the organisers) acknowledge the fact that we are responsible to clean the park within 3 days after the function to the satisfaction of the Park Superintendent, and that we will forfeit our deposit if we fail to comply by this agreement.

10. **ELECTRICITY, LIGHTS AND EMERGENCY LIGHTS**

Electricity supplies or other alterations must be arranged with Mr H Brunswick, telephone 012 358-0832 or Mr J. Nel, tel no 0825777525 well in advance. The cost (presently R2 000.00) involved will be for the organisers account and payable well in advance.

11 **WATER AND TAPS**

No taps for drinking water are available in the parks. If the area is equipped with a sprinkler system no tampering is allowed with the QC valves.

12. **TENTS AND GAS BOTTLES**

If the organiser's make use of tents and gas bottles, they will make sure that only 19 kg gas bottles are used, and that only one gas bottle at a time will be allowed in any tent. Provision must be made for extra gas bottles in a safe and secure area. The applicant will also make sure that any stoves, gas burners or any hot appliances are 1.5 metres away from tent sides.

13. **TENTS AND FIRE EXTINGUISHERS**

Every tent must be provided with a 4, 5 kg, dry powder fire extinguisher.

15. **COSTS FOR SERVICES**

The organisers take note that any costs regarding Tshwane services rendered will be carried by the applicant.

16. **AMBULANCE SERVICES**

The organizers will arrange for Ambulance/Paramedic services on site.

17. **TOILET FACILITIES**

The organisers take note that one toilet per 100 people must be provided. The cost for all toilets is for the organiser.

18. **COMPLIMENTARY TICKETS**

The organizers understand that no complimentary tickets may be handed out to any official of the City of Tshwane Metropolitan Municipality, except to the Events coordinator who in turn, will hand it over to higher authority. The organizers accept that this is a Departmental policy and respect this decision.

20. **GENERAL**

The organizers acknowledge the fact that all arrangements and payments must **be finalized 7 days** before the function date, and that this event will only be allowed to proceed after the approval of the Tshwane 205 committee, and that no application will be processed without the following annexure:

- 20.1 LEASE AGREEMENT
- 20.2 DEED OF INDEMNITY
- 20.3 APPLICATION FOR THE ERECTION OF TEMPORARY STRUCTURES (ONLY TEMPORARY STRUCTURES WILL BE ERECTED)
- 20.4 NOTICES UNDER THE REGULATIONS OF THE GATHERING ACT
- 20.5 COPY IF ID
- 20.6 PROOF OF RESIDENCE
- 20.7 RECOMMENDATION OF WARD COUNCILLOR
- 20.8 PROOF OF PAYMENT OF THE R100.00 APPLICATION ADMIN FEE

Signed at Pretoria on thisday of 2011

.....
WITNESS 1

.....
WITNESS 2

.....
LESSEE



Date: _____

RENTAL OF PREMISIS UNDERTAKING

As I,

resident at

telephone, am desirous to host a function on

(hereinafter referred to as the "booked date"), in the (hereinafter referred to as the premises), and the Tshwane Metropolitan Municipality (hereinafter referred to as the Municipality is willing to make the premises available to me-

I HEREWITH UNDERTAKE TO

1. Pay the rental for the use of the premises to the Council upon signing of this undertaking and to, if the stated rental increases after date of signing of the undertaking, after receipt of notice from the Municipality of such increase pay to the Municipality the balance owing at least two (2) days prior to the booking date;
2. accept that, should I fail to comply with paragraph 1 above, the Municipality reserves the right to withdraw its approval and that I will forfeit all moneys already paid to the Municipality;
3. ensure that both I and the members of my party will adhere to the stipulations of the Bylaws governing Public Order, Public Places, Recreation Grounds, Camping Premises and Swimming Pools, announced by Administrator's Notice 55 of 18 January 1984;
4. use the premises only between and on the booked date, unless prior arrangements have been made with the Municipality's Manager: Parks and Horticultural Services;
5. keep the premises clean and tidy at all times and, should I fail to do so, to compensate the Municipality for any expenditure incurred by the Municipality to render the premises clean and tidy;
6. use the park and its facilities at own risk.

Application for cancellations will only be considered if received not less than seven (7) days before booked dated by the Deputy Director: Horticultural Services at P.O. Box 1454, Pretoria. If cancellations (weather payment was made or not) is not received within 7 days of proposed event, the applicant will still be liable for payment as quoted on letter of permission.

THUS signed at PRETORIA on thisday of2010

WITNESS:

1.

2.

.....

TENANT



DEED OF INDEMNITY

entered into by the _____
(hereafter called the "APPLICANT")

1. _____
Whereas I, _____ have requested the permission
From the CITY OF TSHWANE METROPOLITAN MUNICIPALITY to use _____
on _____ for _____ (hereafter called the "ACTIVITY").

2. _____
And Whereas the MUNICIPALITY granted consent for the said ACTIVITY to take place on the said date.

3. _____
Now therefore I, (indemnitor names) hereby
indemnify and save harmless the City of Tshwane or any of its employees from and against any and all claims, demands,
actions, suites, costs, charges, expenses, damages and liabilities whatsoever which the City of Tshwane may be liable to or for,
as a result of any damage to, or loss of property or any injury or death caused by the negligent act or omission of the City of
Tshwane or any of its employees or agents to me, the applicant, which may occur or result the said ACTIVITY, and further
waives any right he/she may have to institute any such claims against the City of Tshwane as a result of any participation in or
incidental to any participation in the activities carried out by the usage of the premises.

I also indemnify and save harmless the City of Tshwane or any of its employees from and against any and all claims, demands,
actions, suites, costs, charges, expenses, damages and liabilities whatsoever which the City of Tshwane may be liable to or for,
as a result of any damage to, or loss of property or any injury or death caused by myself to any person, which may occur or
result from any act or omission in relation to the usage of the premises.

I acknowledge and declare that I am fully acquainted with the force and effect of this indemnity.

Thus done and signed at Pretoria on this day of..... 2011.

.....
WITNESS

.....
APPLICANT

.....
WITNESS

ERECTION OF TEMPORARY STRUCTURES

National Building Regulations and Building Standards Act (Act 103 of 1974) – A23

Written applications to be submitted to **Section: Building Control**
(Minimum 7 days prior to the event / function)

Central office	Tel. (012) 358 8032 / 358 8067 / 358 4615
Southern Region	Tel. (012) 358 8032 / 358 8067 / 358 4615
Northern Region	Tel. (012) 358 8032 / 358 8067 / 358 4615

Documentation required at submission:

1. Written application (Application fee included)
 - Motivational memorandum and applicable construction details.
2. Authorization from registered land owner
 - Power of attorney and proof of ownership.
3. Confirmation of registered Engineer's appointment
 - Engineer's appointment certificate.

Documentation required after erection:

1. Registered Engineer's completion certificate.
 - Engineer's completion certificate required.
2. Electrical compliance certification – **Electrical Department**
 - Central office Tel. (012) 358 4251
 - Southern Region Tel. (012) 358 4251
 - Northern Region Tel. (012) 358 4251
3. Fire prevention compliance certification – **Fire Department**
 - Central office Tel. (012) 310 6255
 - Southern Region Tel. (012) 310 6255
 - Northern Region Tel. (012) 310 6255
4. Final inspection – **Building Control (Chief Building Inspector)**
(Minimum 12 hours prior to the event / function)
 - Central office Tel. (012) 358 4635 / 358 8057
 - Southern Region Tel. (012) 358 4635 / 358 8057
 - Northern Region Tel. (012) 358 4635 / 358 8057

CONDITIONS:

Consent-to-use certificate will be issued after compliance of all the requirements. The structures may only be occupied after the issue of the Consent-to-use certificate.

NOTE:

It is recommended that the demolition of the structures also be conducted under the supervision of the Registered Engineer as appointed.



APPLICATION FOR SERVICE DELIVERY

To the Events Management Office:

Tshwane Metropolitan Police Department
 Directorate: Road Policing
 Section: Road Auxiliary Services
 Events Management Office

174 Visagie Street
 Rondalia Building
 4th Floor
 (Middle block)

PO Box 4133
 Pretoria
 0001

Telephone: (27) (12) 358 7177
 Telephone: (27) (12) 358 7162
 Telephone: (27) (12) 358 7163
 Telephone: (27) (12) 358 7164
 Telephone: (27) (12) 358 7168
 Facsimile: (27) (12) 358 7081
tmpdevents@tshwane.gov.za

1. ORGANIZER(S)

	TITLE, FULL NAME(S) & SURNAME:	ADDRESS:	ID NUMBER:	TELEPHONE & FAX NUMBERS:	EMAIL ADDRESS & OTHER NUMBERS:
ORGANIZER					
ORGANIZER (ADDITIONAL)					

2. ORGANIZATION

(If the Organizer(s) is acting on behalf of an organization, state full details of organization)

3. THE EVENT / SPECIAL DUTY

3.1 The type of event / special duty (complete description):

3.2 Day(s), date(s) & time(s) of the event / special duty:

DAY(S):	DATE(S):	TIME(S):

3.3 Venue of the event / special duty (state full details):

3.4 The anticipated number of participants / spectators at the event

3.5 I, the organizer(s) has appointed / intend to appoint (number)marshals for crowd controlling / route indication. (The list of names of these marshals is enclosed separately)

4. OTHER INFORMATION PERTAINING TO THE EVENT / SPECIAL DUTY

5. GENERAL CONDITIONS

The information received in this application is to be used by the City of Tshwane Metropolitan Municipality employees. Access to this information is open to members of the public upon written application. The Municipality is to be regarded as the agency that holds the information. You may make application for access or amendment to the information held by the Municipality. You may also request the Municipality to suppress your personal information from a public register.

The organiser(s) must ensure that all participants / spectators and other role players adhere to the conditions set out by the TMPD as well as all applicable legislation.

The organizer(s) must comply with all provisions of the National Road Traffic Act, 1996 (Act 93 of 1996), as well as the regulations made under the Act, and the municipal traffic by-laws and all other legal provisions applicable to this event.

The organizer(s) and all participants / spectators must adhere to all instructions given by members of the Tshwane Metropolitan Police Department (TMPD).

No marks may be made on the road surface or on any municipal property and there may be no tampering whatsoever with road traffic signs and marks.

Final arrangements between the organiser(s) of the event / special duty and the TMPD must be done at least five working days prior to the event / special duty.

No advertising sign, mark or poster may be displayed without the written permission of the General Manager: City Planning Division of the City of Tshwane Metropolitan Municipality (CTMM). (If and when the General Manager has given permission, an example of the approved advertising sign, mark or poster must be submitted to the Events Coordinating (Planning) Office at least five working days prior to the event).

The organiser(s) is responsible for the clearing up and removal of all refuse left by participants and spectators at the venue of the event / special duty. The Service Delivery Department of the CTMM could provide this service at current rates. Arrangements in this regard must be made at least five working days prior to the event / special duty with the Department concerned and proof of this must be submitted to the Events Coordination (Planning) Office.

The organizer(s) must control all participants and spectators at the venue of the event / special duty prevent any obstruction to other traffic. (No support vehicle is allowed to drive next to competitors / participants).

Children younger than 7 years may not participate in road / cycle races.

Children between the ages of 7 and 12 years may only participate in road / cycle races under the supervision of an adult.

The organizer(s) must ensure that the starting / ending time of the event / special duty is adhered to.

The organiser(s) must complete and hand-in the official indemnity form of the TMPD at least five working days prior to the event to the Events Coordination (Planning) Office.

The organizer/company must be in possession of public liability insurance for the said event and proof thereof must be handed in at the Events Management office of this Department.

The organizer(s) is liable for the service delivery cost (as calculated by the TMPD) relating to the event / special duty:

- (1) All payments must be done at Ground Floor, Rondalia Building, 174 Visagie Street, Pretoria.
- (2) A deposit of 50% of the full amount owing must be paid in at the TMPD at least five working days prior to the event.
- (3) Failure to pay the deposit will lead to cancellation of the said event / special duty.
- (4) The balance of the full amount owing, must be paid in at the TMPD within five working days after the completion of the said event / special duty.
- (5) Where payments have been made, proof thereof must be submitted to the Events Coordination (Planning) Office.
- (6) Failure to pay moneys owed to the TMPD will result in possible legal action and the possibility of non-approval to host / execute future events / special duties.

The organizer(s) may only appoint marshals who are at least 18 years old. Marshals must be equipped with a red flag. The organizer(s) must further ensure that all marshals are present at the points where they have undertaken to provide a service. If, for some reason, a marshal does not arrive or cannot provide the service, it is the duty of the organizer(s) to provide a substitute who will meet the requirements set out in this paragraph. The duties of appointed marshals are strictly limited to the protection of participants / spectators and to indicate the route of the race, where applicable. **(Marshals may not execute traffic control.)**

The organizer(s) must honour all agreements with the TMPD as well as adhere to all instructions relating to the event / special duty.

The Chief of Police of the TMPD, or his representative, reserves the right to stop the event or parts thereof if the conditions set out in this document are not met and / or if circumstances relating to the provisions of any act should require this.

I, the organizer(s), hereby state that I have provided correct and true information and I further accept all the conditions as set out in this document and will adhere to them.

Signed at Pretoria on thisday of 20.....

.....

ORGANIZER (Signature & print name)