



Tshwane Metropolitan Police Department

Office of Staff Officer: Events Management

TMPD Events Office | 174 Visagie Street, 4th Floor, Room 4013 | Pretoria | 0002
 PO Box 4133 | Pretoria | 0001
 Tel: 012 358 7004 | Fax: 012 358 7081
 Email: tmpdevents@tshwane.gov.za | www.tshwane.gov.za



Our ref: Tel: 012 358 0792 / 012 358 7004
 Your ref: Fax: 012 358 7081
 Contact person: Refilwe Jentile Email: tmpdevents@tshwane.gov.za
 Section/Unit: Events Coordination

APPLICATION FOR SERVICE DELIVERY

1. APPLICANT / ORGANIZER(S):

| | TITLE, FULL NAME(S) & SURNAME: | ADDRESS: | ID NUMBER: | TELEPHONE & FAX NUMBERS: | EMAIL ADDRESS & OTHER NUMBERS: |
|------------------------|--------------------------------|----------|------------|--------------------------|--------------------------------|
| ORGANISER | | | | Tel: Cell: Fax: | |
| ORGANISER (ADDITIONAL) | | | | Tel: Cell: Fax: | |

2. ORGANISATION: (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: application must be received 15 days prior to the event.

| DAY(S): | DATE(S): | TIME(S): |
|---------|----------|----------|
| | | |

3.3 Venue of the event and venue capacity (physical address):

3.4 Which services are required from the Metro Police? (What do you want from us?):

3.5 The anticipated number of participants / spectators at the event / special duty:

3.6 I, the organiser(s) has appointed / intend to appoint (number)marshals for crowd controlling / route indication. (The list of names of these marshals / security company must be stated separately and submitted with this application)

4. OTHER INFORMATION PERTAINING TO THE EVENT (Public liability, structural plans, liquor license, toilets, medical, VOC, marquee, waste management plan, VIP, accreditation, event programme, and etcetera):

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 applicant/organiser must comply with all provisions of the Safety at Sports & Recreational Events Act, 2010 (Act 2 of 2010), the National Road Traffic Act, 1996 (Act 93 of 1996) including the regulations made under the different Acts, the Municipal By-Laws and all other legal provisions applicable to this event.

The organiser(s) and all participants / spectators must adhere to all instructions given by members of the 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 / or road marks.

Final arrangements between the organiser(s) of the event and the TMPD must be done at least three (3) working days prior to the event.

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 (CoT). (If and when the General Manager has given permission, an example of the approved advertising sign, mark or poster must be submitted to the TMPD Events Office at least three (3) working days prior to the event).

The organiser(s) is responsible for the cleaning up and removal of all refuse left by participants and spectators at the venue of the event. The Service Delivery Department of the CoT could provide this service at current rates. Arrangements in this regard must be made at least five working days prior to the event with the Department concerned and proof of this must be submitted to the TMPD Events Office at least three (3) working days prior to the event.

The organiser(s) must control all participants and spectators at the venue of the event and prevent any obstruction to other traffic. (No support vehicle is allowed to drive next to competitors / participants in the case of a road race / walk).

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

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

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

The organiser(s) must complete and hand-in the official indemnity form of the TMPD at least three (3) working days prior to the event to the TMPD Events Office.

The organiser (company) must be in possession of public liability insurance for the event (where applicable) and proof thereof must be handed in at the TMPD Events Office at least three (3) working days prior to the event.

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

- (1) All physical payments must be done at Ground Floor, Rondalia Building, 174 Visagie Street, Pretoria Central
- (2) The full amount must be paid in at the TMPD at least three (3) working days prior to the event
- (3) Failure to pay the full amount in time, could lead to cancellation of the event

- (4) Proof of payments made, must be submitted to the TMPD Events Office at least three (3) working days prior to the event

- (5) Failure to pay moneys owed to the TMPD could result in legal action and refusal to host / execute future events

The organiser(s) may only appoint marshals who are at least 18 years old. Marshals must be equipped with a red flag. The organiser(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 organiser(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 general traffic control)**

The organiser(s) must honour all agreements with the TMPD as well as adhere to all instructions relating to the event.

The Chief of Police of the TMPD, or his / her 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 organiser(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.

Kgoro ya Ditirelo tša Sephodisa sa Mmasepala ♦ Metropolisiediens ♦ Lefapha la Ditirelo tsa Sepodisi sa Toropokgolo
Ndzawulo ya Vukorhokeri bya Maphorisa ya Masipala ♦ Imisebenzi Yezamaphoyisa Omkhandludolobha
Metro Police Services

On request, this document can be provided in another official language.

Signed at Pretoria on this day of 20.....

ORGANISER (Signature & print name)



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