



**CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD**

WITZANDS AQUIFER NATURE RESERVE

Dassenberg Drive
Atlantis
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EVENT APPLICATION FORM – FOR APPLICATION OF EVENTS AT WITZANDS AQUIFER NATURE RESERVE- ATLANTIS DUNES

(For events between 01-199 spectators and participants)

PLEASE NOTE THAT ALL FIELDS WITH AN ASTERIX * ARE COMPULSORY FIELDS.

***NAME OF EVENT:** _____

***DATE OF PROPOSED EVENT:** _____

***TIMES OF EVENT: (FOR EACH DAY)** _____

***SIZE OF EVENT: Please tick the relevant box**

CATERGORY	NO. OF PERSONS	TARIFF	PLEASE TICK
SMALL	01-10	R 1686.00	<input type="checkbox"/>
MEDIUM	11-25	R 3371.00	<input type="checkbox"/>
LARGE/VERY LARGE	26-199	R 8427.00	<input type="checkbox"/>

***NUMBER OF SPECTATORS:** _____

(NB. Specify for each day)

***NUMBER OF PARTICIPANTS:** _____

(NB. Specify for each day)

***EVENT ORGANISER/RESPONSIBLE PERSON:** _____

***PERSON MAKING THE APPLICATION** *(if not Event Organiser)* _____

***COMPANY/ ORGANISATION NAME:** _____

***DESIGNATION:** _____ ***TEL:** _____ ***CELL:** _____

***EMAIL:** _____ **FAX:** _____

TYPE OF EVENT: PLEASE TICK THE RELEVANT BOX

Sports/ Action/ Competition	<input type="checkbox"/>
Launch/ Exhibition	<input type="checkbox"/>
Charity Fundraiser/ Run/ Walk	<input type="checkbox"/>
Wedding/ Birthdays, Photography etc.	<input type="checkbox"/>
Promotion Events, Vehicle Testing e.g. 4x4, quad bike, motorbike, off road vehicles etc.	<input type="checkbox"/>
Other – Please specify	<input type="checkbox"/>

BRIEF DESCRIPTION OF EVENT:

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***EVENT REQUIREMENTS * COMPULSORY FIELDS 1-8 – must be completed!**

1. TRAFFIC CONTROL? (How would the traffic be managed in/out dunes? Vehicular/ pedestrian) **Attach Event Safety Plan**

Details:

2. AMPLIFIED SOUND/ PA SYSTEM ? **No** **Yes** *If yes, please specify.*

Details:

3. STRUCTURES/MARQUEES/TENTS? **No** **Yes**

If yes, please provide details.

Details:

4. GROUND DISTURBANCE? (e.g. driving pegs, spikes, marquee/stage anchors, earthing rods etc. into the ground)

Details:

5. VENDING/CATERING/FOOD STALLS?

***NB** Certificate of Acceptability are required for food stalls

- NUMBER OF STALLS _____
- LP GAS USAGE _____

6. PUBLIC LIABILITY INSURANCE? (Yes/No) If yes, please provide proof/details

7. WASTE REMOVAL?

***NB** Waste bins must have adequate cover. All waste must be removed from site.

- NUMBER OF WASTE BINS _____

8. GENERAL

The hire of facilities at Witzands Aquifer Nature Reserve is subject to availability of dates. An application form should be requested from either carlbrown@capetown.gov.za or rethabilesusan.mavundla@capetown.gov.za. The reserve works on a first come first serve basis. For drone usage please contact Disaster Risk Management, apply directly to DRM and return the approved form either to Carl Brown or Rethabile Mavundla on the above email addresses. For events including 200 people or more, applications to be sent directly to the City of Cape Town's Events office on events.permit@capetown.gov.za.