



**APPLICATION FOR SUBCOUNCIL APPROVAL FOR THE USE OF A PUBLIC OPEN SPACE FOR AN EVENT**  
(SC Delegations: December 2008 and updates as approved by Council from time to time)

**SUBCOUNCIL NAME:** \_\_\_\_\_ **SUBCOUNCIL NO:** \_\_\_\_\_

For larger or high impact events, this document is to be used together with the City of Cape Town's Corporate Events Office Application Form for an event.

**1. APPLICANT DETAILS**

To be completed by applicant

Title  First name/  
Company name

Second name/Trading as

Surname

Identity number/  
Business registration number

Physical/Postal address

Code

Work telephone number       Extension

Home telephone number

Fax number

Cellphone number

Email address

**2. EVENT DETAILS**

To be completed by applicant

Name of event

Type of event  Number of attendees

Venue/Park name  Erf number

Suburb/Town name  Ward number

Date of event: From    -  -  To    -  -

Time of event: From  :  To  :

Setup: From    -  -  Break down    -  -

**3. EVENT SERVICES AND ACTIVITIES**

To be completed by applicant

Are you requiring the following services: (Tick applicable boxes)

Water supply	<input type="checkbox"/>	Electricity	<input type="checkbox"/>	Traffic control	<input type="checkbox"/>
Disaster management	<input type="checkbox"/>	Waste removal	<input type="checkbox"/>	Sanitation	<input type="checkbox"/>

Are you planning the following activities on site: (Tick applicable boxes)

Amplified sound	<input type="checkbox"/>	Open fires	<input type="checkbox"/>	Sales/Marketing	<input type="checkbox"/>
Food preparation	<input type="checkbox"/>	Catering	<input type="checkbox"/>	Temporary signage	<input type="checkbox"/>
Temporary structures	<input type="checkbox"/>	Onsite parking	<input type="checkbox"/>	Other (specify)	<input type="checkbox"/>

Specify activities planned:

**4. CHARGES PAYABLE**

To be completed by line manager

POSType	District Park	<input type="checkbox"/>	Community Park	<input type="checkbox"/>	Undeveloped POS	<input type="checkbox"/>
	Beach	<input type="checkbox"/>	Cemetery	<input type="checkbox"/>	Other	<input type="checkbox"/>
Usage Category	Commercial	<input type="checkbox"/>	Non-Commercial	<input type="checkbox"/>	Religious/ Charitable	<input type="checkbox"/>
Applicable Hire Charge	Per day	<input type="text"/>	Admin Fee	<input type="text"/>	Refundable Deposit	<input type="text"/>
Business partner number as per municipal account	<input type="text"/>					

NOTE: LESSEE MUST RETURN TO THE BOOKING OFFICE WITH RECEIPT TO CONFIRM BOOKING

**5. STATEMENT**

To be completed by applicant

I/We agree to accept and abide by the conditions and tariffs presently applicable to the hiring of the property referred to in this contract. I/we acknowledge that I am/we are familiar with the conditions and tariffs and that I/we have received a copy of the conditions for hiring a Public Open Space. (Delete what is not applicable)

Applicant full name

Applicant signature  Date

**6. RECOMMENDATION BY RECREATION AND PARKS**

To be completed by line manager

Line manager name  Staff number

I RECOMMEND / DO NOT RECOMMEND this application to make use of the Public Open Space. (Delete what is not applicable)

Comments:

Line manager signature  Date

NOTE: BOOKING CONFIRMATION TO BE CREATED AFTER FINAL APPROVAL

Contract account number/  
Booking confirmation number

**7. SUPPORT BY WARD COUNCILLOR**

To be completed by Subcouncil

Ward Councillor name  Contact number

**I SUPPORT / DO NOT SUPPORT** this application to make use of the Public Open Space. *(Delete what is not applicable)*

Comments:

Ward Councillor signature  Date

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**8. SUPPORT BY SUBCOUNCIL CHAIRPERSON**

To be completed by Subcouncil

Subcouncil Chairperson name  Contact number

**I SUPPORT / DO NOT SUPPORT** this application to make use of the Public Open Space. *(Delete what is not applicable)*

Comments:

Subcouncil Chairperson signature  Date

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**9. APPROVAL BY SUBCOUNCIL**

To be completed by Subcouncil

Subcouncil Manager name  Contact number

**The Subcouncil APPROVE / DO NOT APPROVE** this application to make use of the Public Open Space. *(Delete what is not applicable)*

Comments:

Subcouncil Manager signature  Date

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# CITY OF CAPE TOWN: RECREATION AND PARKS

## CONDITIONS APPLICABLE TO THE HIRING OF PARKS AND OTHER ZONED PUBLIC OPEN SPACES (POS)

### 1 INTRODUCTION

Our parks are envisaged as green spaces within Cape Town to provide dignified civic space for recreational and cultural purposes. These facilities should be accessible to and enjoyed by all of Cape Town's inhabitants.

The intention is to promote the use of our parks as culturally significant urban public spaces, which will serve as prime amenities for positive recreation in the metropolitan area and a relief from the built-up environment by:

- ensuring that all land use and other activities support the primary role of the park;
- limiting the impact of organised activities on other users;
- ensuring that commercial activities do not compromise the public use of the park;
- encouraging the use of the park both during the day and at night, subject to adequate security measures;
- encouraging and integrating educational and cultural activities and uses; and
- ensuring that commercial and organised activities only occur at approved locations.

### 2 CONDITIONS

The conditions listed below have been stipulated by Recreation and Parks. Subcouncils make the final decision regarding the leasing of public open space for use of the facility subject to recommendations made by designated Recreation and Parks officials in consultation with appropriate stakeholders. After the aforementioned steps have been followed, the organiser should approach the Events Permit Office which issues permits for all events held in the City of Cape Town. The conditions must be read in conjunction with the events guidelines stipulated in the Events Operational Manual.

The following conditions must be adhered to:

- 2.1 Indicate the **Name of Event** and **Category of Applicant**: a) Registered Welfare Organization (NPO Number / Religious- / Charitable Institutions) b) Non-commercial entity or c) Commercial company – Where applicable, use letterhead of the institution for application.
- 2.2 Indicate the **maximum amount of persons being accommodated for** at any given time during the event. Note that larger and/or high impact events will be forwarded to the corporate Events Office for administration and approval.
- 2.3 **Tents, Tarpaulins, Gazebos and other structures** may only be erected on parks with prior approval from Head Horticulture due to possible damage to the water reticulation and other underground services. Indicate whether structures will be pitched / erected for the event planned – if applicable.
- 2.4 Ensure that **waste control / litter picking** be implemented during & after usage of the park. Should any littering nevertheless occur, it shall be rectified at your expense and no expense whatsoever shall devolve upon the City of Cape Town as a result of this permission / letting.
- 2.5 **Proof that the immediate residents are informed** of the proposed activities. This may include a map of the area with marked residences where persons were informed – if applicable. (Not required for low impact events)
- 2.6 Indicate how will **noise and nuisance control** be implemented as consideration to the surrounding residents.
- 2.7 **All structures**, route markers, posters, pamphlets and equipment must be removed by the applicant from the park and the surrounding streets within 24 hours after the conclusion of the event.
- 2.8 Since there are no **toilet facilities** available on parks, indicate what the contingency plan(s) for visitors and operators – if applicable.
- 2.9 Special care is to be taken not to **damage** the irrigation system and other resources on the park. No damage shall be caused to the park including the trees, shrubs and grassed areas.
- 2.10 Note that **no parking** is allowed on parks. Excessive parking along sidewalks are to be kept to the minimum, as this results in a nuisance to surrounding residents. Indicate how will overflow parking be addressed.
- 2.11 Regulations relating to the use of the amenity and any **conditions depicted on signboards** within the amenity must be strictly adhered to.
- 2.12 Any instructions given **Metro Police or any Law Enforcement** personnel must be complied with.
- 2.13 Note that no **water supply** will be connected from any park, except with prior approval from Head Horticulture – if applicable.
- 2.14 Since there is no **electricity** facilities available on parks, indicate how will safe power supply (if required) and safety precautions be implemented, to prevent incidents and injuries – if applicable.
- 2.15 No **food preparations** will be permitted on parks, without a permit from the Corporate Events Office.
- 2.16 No **sales, commercial advertisement or sub-letting** will be permitted on parks, without permit from Corporate Events Office.
- 2.17 Note that, depending on the category and impact of the event planned, the approved **Tariff List** is to be applied, with the approval of an event.
- 2.18 The amenity which is under the jurisdiction of the City of Cape Town is used entirely at the **applicant's risk** and the City is not liable for any claims, accidents, injuries or loss which may arise from the use of the amenity.
- 2.19 Note that the **facility will be inspected after the event date** and should any damage or littering nevertheless occur, it shall be rectified at the applicant's expense and no expense whatsoever shall devolve upon the City of Cape Town as a result of this permission / letting.
- 2.20 Furthermore, note that the **City of Cape Town will not be held liable** for any cost incurred should the event be stopped for whatever reason.
- 2.21 The **Booking Confirmation** issued must be available for inspection by authorized personnel at all times.

Signed by Lessee: \_\_\_\_\_

Full name of Lessee: \_\_\_\_\_

Date: