



Operations and Usage of the Open House

The Western Cape Government is committed to ensure the best quality service to assist you in the planning of your event at the Open House. For optimal management of the Open House, we kindly request that you complete this form upon booking the Open House space, situated on the corner of Long and Dorp Street. Please e-mail your completed document to events@westerncape.gov.za. For further enquiries, please call Aeysha Augustus on 021 483 4618.

What is the name of your organisation hosting the event?	
What is the date of your proposed event?	
What is the time of your proposed event?	
How many people are you expecting to attend your event?	
If expecting +200 plus people, do you have security in place for your event?	
What is the nature of your event? a) Music b) Poetry c) Art d) Exhibition e) Comedy f) Theatre g) Other (please specify)	
Have you read our Frequently Asked Questions regarding the necessary permits required (if needed) for your event?	
Who is your target market for your event?	
Do you have any sponsors that will be part of your event?	
Do you have any other further questions?	

Disclaimer: I acknowledge that the Western Cape Government is not liable for any damages involved, as a result of the processes undertaken by the Event Organiser. I confirm that I have undertaken the necessary steps to receive an Event or Public Art Permit , as well as Noise Exemption Certificate(If needed) for my event at the Open House. Please check www.westerncape.gov.za/events for more information around this.

I hereby take responsibility to leave the Open House in a neat, clean, and undamaged manner in which I received it when hosting my event.

I further acknowledge that NO ALCOHOL or ILLEGAL SUBSTANCES of any means may be permitted to be sold on the premises of the Open House.

Name of Event Organiser:

Contact Number:

Date:

Signature:

Received by the Events Team of the Western Cape Government

Name:

Date:

Signature: