



Western Cape Government



Standard Operating Procedure

Hosting Events at the Open House: Standard Operating Procedures

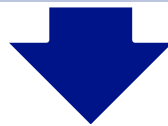
Citizens visit URL www.openhouse.org.za

Read Frequently asked questions on the web page and complete the booking form



Citizen to send booking form to events@westerncape.gov.za. The citizen is responsible to understand the frequently asked questions when booking the space

The Events Team will respond to the citizen around their booking application



Procedure

The Events team will guide the citizen on how best to use the space

The Open House team will go through the details of the event with the organiser linked to the By-laws of the City of Cape Town

FACTS TO NOTE

Mosque opposite the Open House

- The mosque opposite the road will be consulted on your event times
- The Open House team will facilitate the 'break' times in accordance with prayer times during your event

Central City Improvement District

- The Open House team will facilitate confirmation of the event to the CCID and the Western Cape Government Security team to ensure your event is well protected to all citizens