ANNEXURE A1

APPLICATION FORM TO HOST AN EVENT OR FUNCTION ON THE PREMISES, SPACES OR IN BUILDINGS OF THE NORTH-WEST UNIVERSITY

CONTACT DETAILS OF THE APPLICANT

NB: To comply with the Safety at Sports and Recreational Events Act 2 of 2010, applicant must be 21 years of age and above to complete this form.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Cell phone number:</th>
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<tbody>
<tr>
<td>Surname:</td>
<td>Telephone number:</td>
</tr>
<tr>
<td>Staff/student number:</td>
<td>E-mail address:</td>
</tr>
<tr>
<td>ID Number:</td>
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</tbody>
</table>

Department:
- ☐ Department
- ☐ Faculty
- ☐ Residence
- ☐ Religion association
- ☐ External organisation
- ☐ School
- ☐ Student Society
- ☐ Student leadership structure
- ☐ Other (Please name):

DETAILS OF THE EVENT OR FUNCTION

1. Name of event or function:

2. Type:

2.1 Is the event involving any Political Party or Figure/High Profile Person?
- ☐ Yes
- ☐ No

2.2 If yes, Provide the following information:

2.2.1 Name of Political Party: ___________________

2.2.2 Name, position and contact details of speakers:_____________________________________

NB: Applications involving Political Parties or Political Speakers and to get permission for gatherings, picketing and demonstrations must be submitted to the University Registrar for approval.

3. Purpose of event or function:

4. Space or Venue required:

5. Estimated number of persons expected:

6. Starting date:  

7. Conclusion date:

8. Composition of attendees:
- ☐ NWU Students
- ☐ NWU Staff members
- ☐ School learners
- ☐ Other NWU Stakeholder
- ☐ Relatives
- ☐ Religion association
- ☐ Other (Please name):

9. Catering services – will food and beverages be served at the function/event?
- ☐ Yes
- ☐ No

9.1 Will you be using the NWU or external catering service provider?
- ☐ NWU
- ☐ External

9.1.1 If external, provide name of catering company:

NB: It is the responsibility of the organiser to ensure any caterers serving food on the NWU facilities must hand in a certified copy of their COA (Certificate of Acceptability) issued by Department of Health, at the manager of the cafeteria to the relevant Campus Catering Manager.

10. Will alcohol be served?
- ☐ Yes
- ☐ No

10.1 Will alcohol be served for free or sold?
- ☐ Free
- ☐ Sold
NB: The usage of alcohol on the NWU facilities must be coordinated with the manager of the cafeteria. For a cash bar a liquor licence has to be obtained. This must be done 16 days in advance of the date of the function and submitted to the cafeteria manager.

11. Will you be playing music at the event that could possibly interfere with the core business of the University

☐ Yes ☐ No

11.1 If you answered "yes" to question 15 please give details on the measures you have put in place to ensure the music does not disturb the academic programme on campus:

PLEASE ATTACH DRAFT PROGRAMME TO THE APPLICATION FORM

☐ YES

INTERNAL APPLICANT: PROVISIONAL APPROVAL OF EVENT OR FUNCTION BY DIRECTOR OR LINE MANAGER

I am aware and support the function or event pending the approval by the Campus Committee.

Name and surname of Direct Line Manager

Signature: Direct Line Manager

Name and surname of Executive Dean/Support Director

Signature: Executive Dean/Support Director

Name and surname of relevant DVC/Executive Director

Signature: relevant DVC/Executive Director

ALTERNATIVE ORGANISER DETAILS

Name:

Cell phone number:

Surname:

Telephone number:

Staff/student number:

E-mail address:

UNDEARTAKING

I ……………………………………………………………………………… (full name and surname), the undersigned, and properly authorised by the organisation on whose behalf this application is made, herewith undertake to adhere to the requirements of the University in utilising its facilities for hosting the above event, and guarantee that my actions will not interfere or disturb the core business of the University. I further commit myself to indemnify the University completely should any damage or harm arise from the contemplated activity due to my negligence. I hereby guarantee that I will cooperate with the University’s authorised officials to ensure order at the University as well as the safety of the participants attending the event and the staff and students at the NWU.

Signed in _________________________________ on the ________day of___________________20___.

ID number: _____________________________ Signature of applicant:

*The applicant is responsible to liaising with internal departments such as Catering Manager, Protections Services to get support when organising the event.

**A complete programme / planning must be attached with your application form.
Contact details of the three Campus Liaison Staff:

<table>
<thead>
<tr>
<th></th>
<th>Mafikeng Campus</th>
<th>Potchefstroom Campus</th>
<th>Vaal Triangle Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contact person:</strong></td>
<td>Mr Nhlanhla Mbatha</td>
<td>Mr Tsholanang Tlhapi</td>
<td>Ms Doris Setshego Mholo</td>
</tr>
<tr>
<td><strong>Email address:</strong></td>
<td><a href="mailto:33490007@nwu.ac.za">33490007@nwu.ac.za</a></td>
<td><a href="mailto:25882694@nwu.ac.za">25882694@nwu.ac.za</a></td>
<td><a href="mailto:setshego.mholo@nwu.ac.za">setshego.mholo@nwu.ac.za</a></td>
</tr>
<tr>
<td><strong>Tel no:</strong></td>
<td>018 389 2658</td>
<td>018 299 1336</td>
<td>016 910 3198/ 3090</td>
</tr>
<tr>
<td><strong>Building &amp; Office no:</strong></td>
<td>A1, Office 134</td>
<td>F1-137</td>
<td>5D, G01</td>
</tr>
</tbody>
</table>