

**UNIVERSITY OF CAPE TOWN  
DEPARTMENT OF STUDENT AFFAIRS  
STUDENT HOUSING AND RESIDENCE LIFE CLUSTER**

APPLICATION FOR PERMISSION TO HOLD A HOUSE COMMITTEE EVENT IN  
RESIDENCE OR ITS ENVIRONS AND OFF-CAMPUS

**Section 1: Organizer's Details**

Name of organization/Committee		
Name of Organizer:	Email:	Cell:
Name of Warden:	Sign:	Cell:

*The above will be appointed to monitor the event to ensure compliance to the conditions set out for the approval. The organizer(s) of the function (s) shall be jointly and severally liable for the damage caused as a result of the function.*

For sections 2,3,4 please note the following policy stipulations:

	Expected attendance	Less than 200	200-500	Over 500
1	CPS	2	4	6
2	Marshalls	5	10	15
3	Gender Initiative	2	4	6
4	Traffic Officials	Depending on the number of vehicles used.		

*(3 above) Please note that this is not an active structure, but some basic guidelines will be given members nominated by the house committee to perform this function.*

**Section 2: Marshall Details**

	Name	Surname	Email	Cell-phone
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

**Section 3: Discho Support Officers (if available)**

	Name	Surname	Email	Cell-phone
1	Rashieda	Khan	<a href="mailto:Rashieda.khan@uct.ac.za">Rashieda.khan@uct.ac.za</a>	

Discho – Rashieda Khan speed dial 8519 or ext. 3530

**Section 4: CPS**

	Name	Surname	Email	Cell-phone
1	Sidwell	Ntshibilikwana	<a href="mailto:Sidwell.ntshibilikwana@uct.ac.za">Sidwell.ntshibilikwana@uct.ac.za</a>	021 650 4653 0823770120

**Section 5: Description of the Event**

1	Date of proposed event	
2	No. of guests expected	
3	Brief description of guests (VIP, students etc)	
4	Nature of proposed event	
5	Venue/Location	
6	Program of event (please attach)	
7	Start and End time	

*Note: (All on campus functions must cease at midnight on Friday, Saturday or before the holidays but at 11:00pm on every other night.)*

Section 6: Venue Details				
		Yes	No	Brief explanation
1	Has the venue been booked?			
2	Can the venue safely accommodate the number of expected guests? If needed, has a population certificate been obtained?			
3	Have plans been made to manage access appropriately?			
4	Is there a plan to prevent damage to property?			
5	Has a fire safety assessment been conducted by Risk Management Services?			
6	Were the neighbors appropriately advised of the event? Please note if they raised any objections.			
7	Were additional plans been made to manage the impact (if any) on adjoining buildings?			
8	Are there plans to manage amplified sound?			
9	Is the venue disabled friendly?			
10	Has CPS been notified to manage the guest register?			

Section 7: Environmental Management				
	Recyclable Present	Yes	No	Is there Recycling? Please give an explanation of how, or else why there is none.
1	Cans			
2	Glass			"No glass bottles are allowed on campus"
3	Plastic			
4	Paper			
5	What other steps are being taken to make the event environmentally friendly			

For more information or assistance feel free to contact [uct.gci@gmail.com](mailto:uct.gci@gmail.com)

Section 8: Liquor – serving or sale of alcohol				
		Yes	No	Brief Explanation
1	Will liquor be served?			
2	Will liquor be sold?			
3	Have precautions been taken to ensure that minors are not served?			
3	Have measures been set to ensure the appropriate management of drunken students?			
4	Has Annexure 1 of this form been completed and attached.			

Please ensure that the necessary liquor license has been granted in the case of the sale of alcohol. Ensure that the university policies and procedures in respect of the sale of alcohol are adhered to.

**Note for section 9: RMS (Risk Management Services) advises on all legal requirements and best practice by conducting risk assessment and profiling or all UCT events and activities. RMS consist of the S.H.E.(Safety, Health and Environment) department, Traffic and Security representatives. All applications will be considered on a weekly basis. It is imperative that organizers submit applications timeously. RMS services is contactable via Mr. M. Langley – [Michael.Langley@uct.ac.za](mailto:Michael.Langley@uct.ac.za). Speed dial - 8016**

Section 9: UCT Risk Management Services				
	Plans	Yes	No	Endorsement by Risk Management services: This section must be signed and stamped.
1	Have you discussed an emergency, medical and evacuation/crowd control plan with the RMS? (Please note that not all beaches have lifeguard services.)			
2	Have you discussed a security plans RMS?			
3	Have you made provision for an environmental management plan through RMS?			
4	Have you confirmed the venue layout plans with RMS?			
5	Have you discussed the transport management plan with RMS?			
6	Have you arranged a marshal briefing in consultation with RMS			

Section 10: Approval:					
		House committee	Warden	Res. Com Deputy Chair	E.D. or nominee
1	Less than 100 guests	X	X		
2	More than 100 guests	X	X	X	
3	More than 100 guests in residence environs			X	
4	In UCT environs and off campus				X
Date of submission Date of approval					

*All applications to be submitted in good time, preferable two weeks prior to the event.*

**Liability:**

*The organizer(s) of any function shall be jointly and severally liable for any damage caused as a result of the function.*

*The University shall not be liable for any:*

- (a) *loss or expense incurred by any person resulting from the denial, withdrawal or modification of permission to host a function on the campus.*
- (b) *Loss or expense incurred by any person in making arrangements to host a function before permission is granted or denied; or*
- (c) *Damage resulting from a function*

**Breach:**

*Students are subject to disciplinary procedures. Breaches of rules and Council policy in relation to the serving or selling of alcohol will be referred to the responsible official for possible disciplinary action.*

*The office bearers of any recognized University student body must be personally liable for any breach of any University rule committed by members of that body in the name of that body, unless such office-bearers establish that they took all reasonable steps to prevent the breach of such rule(s). (RCS 13.2)*

For SH&RL office use:

<b>Checklist</b>	<i>Attachment</i>	<i>Comment</i>
<i>Annexure 1</i>		
<i>Temp liquor license</i>		
<i>RMS endorsement</i>		
<i>Final Recommendation</i>		

ANNEXURE ONE  
Alcohol request form

The University Council reserves the right to control or limit the serving or selling of alcohol on campus. A maximum of two hard drinks per students will be served should the house committee decide that alcohol will be served. Only guests 18 years or older are allowed to sign up. The completed version of this annexure is to be submitted with all requests for the purchase of alcohol. Please note that this is a pre-condition for the release of funds.

	Name	Surname	Student no	1 or 2
1				
2				
3				
4				
5				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				
36				
37				
38				
39				
40				
41				
42				
43				
44				
45				
46				
47				
48				
49				
50				
51				
52				

53				
54				
55				
56				
57				
58				
59				
60				
61				
62				
63				
64				
65				
66				
67				
68				
69				
70				
71				
72				
73				
74				
75				
76				
77				
78				
79				
80				
81				
82				
83				
84				
85				
86				
87				
88				
89				
90				
91				
92				
93				
94				
95				
96				
97				
98				
99				
100				