

## APPLY TO HOST AN EVENT/ FESTIVAL IN SWAKOPMUND



Swakopmund is not only a holiday destination for tourists; it also boasts a favourable environment for hosting events and festivals. The town has world class facilities and amenities that can be utilized to host any type of event, be it sport, festivals, trade fairs and expos, flea markets etc. The Municipality of Swakopmund is therefore inviting all the event organisers, individuals or agents that would like to stage any type of event in Swakopmund on public open space or venue of Council, be it for a day, weekly, monthly or annually, to apply for Council's approval by **31 May 2020**.

The main reason behind this call is to ensure a smooth and successful host of any event in our town, taking into consideration the safety, venue, services required and other events taking place. We would also like to post all the events taking place in our town on our annual event calendar for promotion purposes. Events hosted on private property need to inform Council of such an event.

### Requirements:

- A formal written application detailing the name and contact numbers of the organizer.
- Description of event: International, National, Local
- Event Type: Sport/Action, Concert/Music Festival, Carnival/Festival, Weddings/Birthdays, Ceremonial/Annual Rituals, Awards/Launches/Exhibitions, Corporate/Private Functions, Night Market/Street Markets/Markets, Cultural/Ministerial events, Shows/Expo's etc.
- Dates, duration (daily), Locality/Area, Venue, anticipated number of participants/spectators
- Event Programme
- Layout Plan for event
- Event Safety Plan: Medical, Security, Emergency etc.
- Transport Management Plan: Routes for event, road closure, parking plan/area
- Traffic Management Plan: Road signage, marshalling plan (If applicable)
- Health Requirements: Ablution facilities, Caterers, including licences – Food Vendors
- Community Participation: Mayor & Councillors, communication with affected residents/business & Associations
- Approval of: Noise exemption; Liquor Licence/s (if applicable)
- Council Service Requirements: Waste removal, venue cleaning & water provision
- Electrical Requirements: Application and approval from Erongo Red
- Indemnity Form: Completed Indemnity Form (after Council approval before event)

Application should be submitted to the Municipality of Swakopmund, either by emailing it to [rshipunda@swkmun.com.na](mailto:rshipunda@swkmun.com.na) / [swkmun@swkmun.com.na](mailto:swkmun@swkmun.com.na) or you can also hand-deliver to Economic Development Office, **Room E1 - 23** at the Swakopmund Municipal Building, Ground Floor, c/o Rakotoka Street & Daniel Kamho Avenue, Swakopmund **on/or before 31 May 2020**.

**Following are some of events on the calendar for 2020. Events hosted on Council's facilities still need to apply for approval:**

National Youth Games	April/May 2020	Namibian Annual Music Awards	May 2020
Küska Carnival	June 2020	8 <sup>th</sup> African Tug of War Championship	July 2020
10 <sup>th</sup> African Netball Championship	July 2020	Debm Marine National Netball Championship	September 2020
SME Mini Expo	September 2020	SWAITEX	October 2020
D-Z invitational Golf day	June 2020		

NOTICE NO: 19/2020

**A Benjamin  
CHIEF EXECUTIVE OFFICER**

