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PEOPLE'S PARK / BOWL EVENTS ENQUIRY FORM

Thank you for considering the Moses Mabhida Stadium and/or its facilities as the venue to host your Event. In order to request that a provisional booking is made on the Moses Mabhida Stadium Events Calendar, MMS require this document to be filled out and sent back to the Event Department's office. Please note that all fields with a * are compulsory fields. This booking enquiry form does not constitute confirmation of an event or booking of dates for an event. MMS will only confirm the booking of a date, and its status, once a filled out booking form has been received and notification has been sent back advising of the dates that have been booked and an Event ID allocated

1	SUBMISSION DATE	*
2	EVENT NAME	*
3	EVENT DATES REQUIRED	*
	LOAD-IN/ SET-UP/ BUILD-UP DAY/S	*
	REHEARSAL/ SOUND CHECK/ CAPTAINS PRACTICE	*
	EVENT/ MATCH DAY/S	*
	LOAD-OUT/ STRIKE/ BREAKDOWN DAY/S	*
4	FACILITY REQUIRED	*
	STADIUM BOWL	*
	PEOPLE'S PARK	*
	PEOPLE'S PARK EAST	*
	OTHERS (Please specify)	*
5	COMPANY DETAILS	*
	COMPANY/ ORGANISATION NAME	*
	LEGAL STATUS (Pty/ CC etc)	*
	REGISTRATION NUMBER	*
	VAT NUMBER	*
	CONTACT PERSON	*
	TELEPHONE NUMBER	*
	MOBILE NUMBER	*
	EMAIL ADDRESS	*
6	COMPANY PHYSICAL ADDRESS	*
	BUILDING NAME & UNIT NUMBER	*
	STREET NAME & NUMBER	*
	TOWN/CITY & AREA CODE	*

FOR OFFICIAL USE ONLY

ENQUIRY TAKEN BY:			DATE:	
EVENT BOOKED BY:			DATE:	
VENUE AVAILABILITY:	YES:	<input type="checkbox"/>	NO:	<input type="checkbox"/>
VENUE/S ALLOCATED:				
DATES BOOKED ON CALENDAR:				EVENT ID NUMBER:
PROVISIONAL DATES BOOKED UNTIL:				
CATEGORY OF EVENT:	GATE EVENT:	<input type="checkbox"/>	NON-GATE EVENT:	<input type="checkbox"/>
EVENT BOOKING NOTES:				

EVENT PROFILE

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SECTION 2 – EVENT CONCEPT

(Please provide a brief overview of the event concept and purpose for hosting the event – Max 200 words)

SECTION 3 – EVENT DETAILS

Category of Event – Public Gate or Non-Gate?			
(Public Gate Event - Ticketed Event and/or for Commercial Gain/ Non-Gate Events - Not ticketed & not for Commercial Gain)			
Type of Event			
(i.e. Match, Sports Meeting, Concert, Church Service, Political Gathering, Festival etc..)			
Estimated Number of Attendees			
Target Audience			
Age Restriction	YES:	NO:	If Yes: _____
Event Televised	YES:	NO:	If Yes: _____
Ticketing Agent			
Ticket Price Range			
Times			
Gates Open			
Support Act/ Curtain Raiser Start Time			
Main Act/ Match Start Time			
Estimated Finish Time			
Event Sponsors			
Corporate Sponsors			
Government Sponsors			
Media Sponsors			
SAPS Risk Categorisation (Low/ Medium / High)			

SECTION 4 – EVENT SERVICE & EQUIPMENT REQUIREMENTS

Catering Requirements						
Public Catering Required?		YES			NO	
VIP / Hospitality Catering Required?		YES			NO	
Backstage/ Production Catering Required?		YES			NO	
Any other catering required (Please specify)						
<u>PLEASE NOTE</u>						
MMS holds the rights to all food & beverage distribution and sales on the Moses Mabhida Stadium Precinct. Negotiation of F&B rights may be discussed with Stadium Management.						
MMS has Stadium Partners that have pouring rights within the Stadium Precinct. Please request details from the Events Co-Ordinator.						

Parking Requirements							
Public Parking		YES			NO		
VIP Parking		YES			NO		
Hospitality Parking		YES			NO		
Broadcast/ Media Parking		YES			NO		
Any other parking required (Please specify)							
Stadium Equipment Required							
Big Screens		YES			NO		
Stadium Bowl PA System		YES			NO		
Flood Lights		YES			NO		
Turnstile Activation		YES			NO		
Posts & Nets		YES			NO		
Field markings required		YES			NO		
If Yes, specify dimensions							
1.2 meter Fencing		YES			NO		
If Yes, specify amount of running meters required.							
1.8 meter Fencing		YES			NO		
If Yes, specify amount of running meters required.							
Light Duty Ground Cover	YES		NO				
If Yes, specify amount of square meters required.							
Heavy Duty Ground Cover	YES		NO				
If Yes, specify amount of square meters required.							
Electrical Distribution Boards	YES		NO				
Services rendered through MMS							
Cleaning Services		YES			NO		
Security Services		YES			NO		
Medical Management Services		YES			NO		
Big Screen Operator		YES			NO		
Accreditation Services		YES			NO		
Any other services required (Please specify)							

Refer to the Rate Sheet or contact your Events Co-Ordinator for costs of Services and Equipment Hire

STEPS TO MAKING A BOOKING

- **Step 1** – Client to fill out the Booking Form and send back to the MMS Events Office;
- **Step 2** – MMS Events Office to assess the booking requirements, check availability of venue/s on requested dates;
- **Step 3** – MMS Events Office to notify Client of availability and status by means of sending back Page 1 with filled out “Official Use Section”.

IMPORTANT NOTES

1. Only once the Client has received the form and an Event ID has been allocated is the date deemed to be **Provisionally** booked.
2. Dates will only be **Provisionally** booked until the date specified in the “Official Use Section”.
3. The dates can only be **Confirmed** once the required Venue Hire Contract has been signed and relevant deposit paid.
4. No marketing/ advertising of the event or ticket sales opened until the Event is **Confirmed**.
5. Bookings are subject to clashes of football matches which shall be communicated to the client as soon as reasonably practical in the circumstances (that is, upon MMS events becoming aware of such a booking for a football match. Where a deposit has been paid for such a clashing event, the client will be fully reimbursed of any deposits paid.