

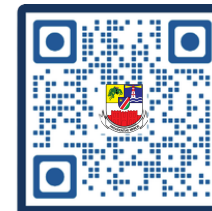


Guideline to Hosting an Event



APPLICATION
DEADLINE

29
AUGUST
2026



To host an event on Public Open Spaces and/or Local Authority Property in Swakopmund, you must apply for permission from Swakopmund Council



Get Application Form

Acquire Council's Official Event Application form from Economic Development Services or scan the QR Code.

01



Prepare & Submit Your Application

Complete the application and attach all required supporting documents. Submit via email or deliver to our offices.

02



Application Assessment

Your application will be assessed for compliance, completeness, and venue availability. The process takes up 3-4 weeks.

03



Approval/Rejection Notification

You will receive written notification of the decision. Approval is subject to full payment and compliance with additional requirements.

04



Pre-Event Inspection

Once all requirements are met, you will receive final clearance to access the venue and host your event.

05



Host Your Event Responsibly

Ensure the safety of all participants and the public and comply with council's policies. Non-adherence may lead to immediate cancellation.

06



Post-Event Inspection

Council will inspect the venue to verify compliance. If all requirements are met, the **refundable deposit will be returned.**

07

All applications for events from 2026 until 31 January 2027 on Local Authority property must be submitted on/before 29 August 2026.

- Sport/Action
- Concert/Music
- Carnival/Festival
- Weddings/Birthdays
- Ceremonial/Annual Rituals

- Awards/Launches/Exhibitions
- Corporate/Private Functions
- Markets Day/Night/Street
- Cultural/Ministerial
- Expo's/Shows etc.