

PUBLIC NOTICE

ALL EVENT ORGANISERS PLANNING TO HOST EVENTS IN SWAKOPMUND

Swakopmund is home to several beautiful venues with an unmistakable uniqueness, making it the perfect location for events of all kinds. However, to avoid any inconvenience or risk of your event application being declined, it is crucial to submit your application as early as possible.

This notice serves to inform the public of the upcoming meeting for the Event Coordination Committee dates for 2025. Individuals and organizations planning to host events are required to submit their applications for review and consideration 2 weeks before the specified deadlines.

Meeting Dates:

- 09 April 2025
- 14 May 2025
- 11 June 2025
- 09 July 2025
- 13 August 2025

Final Application Submission Deadline:

- 31 August 2025

Early submission ensures that the necessary safety measures, Council services, and logistical arrangements can be properly coordinated for the success of your event. kindly note that late applications will not be accepted or considered under any circumstances.

Event Application Requirements:

- A formal written application with the organizer's name and contact details.
- Description of the event (International, National, Local) and its purpose.
- Event Type: Sports, Concerts, Festivals, Weddings, Ceremonies, Corporate Functions, Markets, Cultural Events, Expos, etc.
- Event dates, duration, start and end times.
- Locality/Area and venue.
- Anticipated number of participants and vendors/stalls.
- Draft event program and layout plan.
- Branding requirements (e.g., banner placements).
- Event Safety Plan (Medical, Security, Emergency services).
- Transport & Traffic Management Plans (if applicable).
- Health requirements (Ablution facilities, licensed food vendors).
- Council Service Requirements (Waste removal, cleaning, water provision).
- Electrical requirements (Confirmation from Erongo Red for power supply).

The provision of complete and accurate information will help facilitate the application process, ensuring compliance with all legislative requirements.

Event applications can be submitted via email to swkmun@swkmun.com.na / ohomateni@swkmun.com.na alternatively it can be hand-delivered to the Investment and Tourism Office.

For further inquiries, please contact **Ms Taati Jacobs** at **+264 64 463 366** or **Mr Oscar Homateni** at **+264 64 410 4603**.

Important: The Events Office does not facilitate approvals for processions, marches, or gatherings.

Thank you for your cooperation in making Swakopmund a safe and vibrant events destination.
Events Coordination Committee

