

# Apply for Event Hosting in Swakopmund 2023/24



Swakopmund has several beautiful venues and an unmistakable uniqueness that makes it perfect for events of all kinds. If you would like to stage an event in Swakopmund, weekly, monthly, or annually you will have to apply for permission from the Municipality of Swakopmund on or before 30 June 2023 for any event you wish to host from March 2023 till July 2023.

The main consideration for any event being staged in Swakopmund is the safety of the participants and the public and to ensure that the planning and permission has been given well in advance with the aim to ensure that Council is prepared. Please confirm that you know at which venue or public open space you wish to host your event once you apply.

Submit a letter of application to host an Event and provide as much information as possible about your event to speed up the approval process without any delay

## Requirements:

- A formal written application detailing the name and contact numbers of the organizer.
- Description of event: International, National, Local, Sponsoring/Branded event & Purpose of the event to be hosted
- 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), Start and End time
- Locality/Area, Venue,
- Anticipated number of participants & number of vendors/stalls
- Draft Event Programme
- Branding requirements, e.g., banner placement etc.
- Draft/proposed Layout Plan for event at requested venue
- 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 licenses – Food Vendors
- Council Service Requirements: Waste removal, venue cleaning & water provision
- Electrical Requirements: Confirmation from Erongo Red that they will be able to supply electricity at the venue

After approval requirements – for information:

- Indemnity Form: Completed Indemnity Form (after Council approval before event)
- Approval of: Noise exemption; Liquor License/s (if applicable) - Will be required after approval
- Acknowledgement letter from the Namibian Police that they are aware of the event

**The provision of the complete information will support and assist with the processing of the application, the approval process and compliance with legislative requirements.**

Swakopmund Municipality invites organizers, businesses, community organizations, sport organizers and event organizations to submit their application to Swakopmund Municipality, either by emailing it to [swkmun@swkmun.com.na](mailto:swkmun@swkmun.com.na) or you can also hand-deliver it to the Office of the Chief Executive Officer **on/or before 30 Jun 2023**.

**Please note:** *The Events Office does not facilitate approvals for processions, marches and/or gatherings*

For any further enquiry, please contact Ms Rauna Shipunda 📞 +264 64 4104612

**NOTICE NO: 09/2023**

A Benjamin  
**CHIEF EXECUTIVE OFFICER**

