

**APPLICATION FORM NUMBER:**

**APPLICATION TO HOST AN EVENT IN A CAPENATURE RESERVE**

I/ We, the undersigned (the applicant) represented by (full names)

..... apply for permission to host an event within the ..... Nature Reserve. The event organiser, once granted permission is strictly subjected to the terms and conditions set out by CapeNature.

We also agree that CapeNature reserves the right not to agree to part of or all of the assistance or requests applied for.

**I/We agree to provide the following as a standard marketing exchange to CapeNature:**

- CapeNature logo on event website;
- CapeNature branding (banners) on the day/days of the event;
- Mention of CapeNature in press statements;
- Co-branding where applicable and agreed to via Service Level Agreement (SLA);
- At least 20 official event photographs to be made available to CapeNature at no additional usage cost for marketing purposes;
- A single complimentary access to the applicant’s database (to be able to send one article/post through any one or all of CapeNature’s digital platforms), and
- Click through to CapeNature’s website ([www.capenature.co.za](http://www.capenature.co.za)) from event newsletter and website.

I/We agree to abide by the terms and conditions set out by CapeNature as well as all relevant legislation including, but not limited to the provisions of the Disaster Management Act, 52 of 2002 as well as all regulations published pursuant to Section 27(2) thereof and its directives. In particular, the following shall apply:

1. The instructions or on site requests given by CapeNature staff and management shall be complied with.
2. No damage shall be tolerated to any natural vegetation, environment or property, failing which the applicant shall be held accountable for and invoiced accordingly.
3. Only the use of accepted roadways and paths shall be permitted.
4. Visitors to the area, not participating in the event, shall not be hindered in any way.
5. Areas used under the control of CapeNature are used strictly at the applicant’s own risk and CapeNature shall not be liable for any claims, accidents, injuries or loss arising from such use from either the applicant or any participant in the applicant’s event.
6. Disaster Management Act (57 of 2002) and any COVID-19 regulations issued and directives published in terms of that Act.
7. Western Cape Nature Conservation Laws Amendment Act (3 of 2000)
8. Permit Conditions
9. Standard Operational Guidelines – Events in CapeNature Reserves
10. Site specific conditions
11. NEM: Protected Areas Act (57/2003)
12. Nature Conservation Ordinance, Ordinance 19 of 1974 (the Ordinance)
13. National Veld and Forest Fires Act (101 of 1998)
14. National Forest Act (84 of 1998)
15. CapeNature’s 5-step check-in process.

**EVENT FEES:**

1. All event fees are reviewed by CapeNature annually.
2. Events fee structure and related events information can be accessed through the CapeNature’s website, use this link: <https://bit.ly/3yagh3M>

3. Unless waived by CapeNature, all event fees and associated fees will be required to be paid as per CapeNature's terms and conditions prior to commencement of an event.
4. Event crews and organisers will be required to pay for accommodation and conservation fees at the standard tourists' rate, unless otherwise negotiated with CapeNature.
5. Accommodation and entry fees will only be waived under exceptional circumstances as stated in the terms and conditions.

**Signed:**

.....

**Applicant**

.....

**Witness**

**Date:** .....

**Please Note: All event application forms (accompanied by a detailed map) must be submitted to CapeNature 3 months prior to the event date. No advertising may take place before an application has been submitted, reviewed and approved.**

Name of applicant/Events Company	
Address of applicant/Events Company	
Contact Telephone number	
Alternative Telephone number	
Email address	
Name and designation of representative authorised to sign.	
Name of the event	
Date/s of event	
Type of event / Nature of activities <i>E.g. Trail Run, MTB Race, River Rafting</i>	
Which Nature Reserve is the event application for?	
Proposed detailed event programme <b>including dates and times</b> as well as <b>proposed route map</b> and short description.	
Does the event start OR end or both on the reserve?	
Does the route only go through a part of	

the reserve; if so, please specify the sections and detail on route map	
<p>How many participants?</p> <p><b>Please Note:</b> As per COVID-19 regulations, numbers can't exceed 250 persons at any one time, inclusive of organisers, emergency medical crew, journalists, security personnel, radio, support staff and staff of CapeNature's.</p> <p><b>No spectators allowed on site.</b></p> <p><b>*Invoice will be based on number of participants submitted on this application form, additional will be invoiced separately post event.</b></p>	
Number of vehicles to enter reserve.	
What is the participant's entry/ registration fee?	
<p><b>Organising team:</b> Indicate number of organisers, marshals, water points .</p>	
Please advise who are this event's stakeholders and Beneficiaries	
<b>FACILITIES &amp; REQUIREMENTS</b>	
Will you require CapeNature staff to assist on the event day – if so, please specify in detail here [number of staff, expected duties and hours required (date and times)].	
Will you be requiring any roads to be closed, i.e. around the reserve, access to the reserve? If so, please attach approval.	
<p>Please give details of any other resources** you may require from CapeNature i.e. facilities, personnel, tables, chairs, braai's etc.</p> <p><b>**we also offer conference eco-venues on request at additional cost</b></p>	
<b>EVENT FEES</b>	
Compulsory minimum event fee. This fee includes application, administration and logistics.	As per attached fee structure

Compulsory conservation fee per entrant	<i>As per attached fee structure</i>
Compulsory ECO officer (Ecological Conservation Officer) <ul style="list-style-type: none"> <li>Protecting sensitive areas and ensuring that event goes according to plan.</li> </ul>	
<b>MARKETING AND BRANDING</b>	
What marketing/branding opportunities exist for CapeNature? Please specify.	
Any additional Information CapeNature should be aware of?	

**Have you:**

- Submitted your route maps (in consultation with affected Reserve Manager)?
- **Submitted your motivation letter and confirmation letter from charity, if this is a Corporate Social Investment or Corporate Green Event?**
- Provided CapeNature with confirmation of **expected road closures if any?**
- Submitted a **detailed route map** and an **Environmental Management Plan (EMP), if applicable?**

## Customer Application

**Title (Company / Mr. Mrs.):** \_\_\_\_\_

**Customer Name** \_\_\_\_\_

**Customer Co / CC Reg. No:** \_\_\_\_\_

**Customer VAT Reg. No:** \_\_\_\_\_

### Street Address

**Street Name /  
Number:** \_\_\_\_\_

**City:** \_\_\_\_\_

**Postal Code:** \_\_\_\_\_

**Province /**

**Region:** \_\_\_\_\_

**Country:** \_\_\_\_\_

### Postal Address

**P O Box:** \_\_\_\_\_

**Postal Code:** \_\_\_\_\_

### Communications

**Contact Person  
Name:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Work:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Cell:** \_\_\_\_\_

**Email:** \_\_\_\_\_

## EVENTS INDEMNITY FORM

Event: \_\_\_\_\_

I, (Full names) \_\_\_\_\_

in my designation as \_\_\_\_\_

ID Number (if applicable) \_\_\_\_\_

of (company name) \_\_\_\_\_

on behalf of (if commissioned) \_\_\_\_\_

hereby undertake:

- \* To carry out the above project within the prescriptions of the **National Forest Act 1998 (Act 84 of 1998)** and the **Nature Conservation Ordinance (Ordinance 19 of 1974)**, as well as the regulations pertaining to both, and all relevant national legislation (including the **NEM: Protected Areas Act 2003 (Act 57 of 2003)** and the **NEM: Biodiversity Act 2004 (10 of 2004)**) and applicable municipal law and any conditions of approval as laid down by CapeNature.
- \* To abide by specific directions applicable to the conservation area in which staff, my subcontractors or I are working, unless otherwise arranged with the reserve manager's written consent.
- \* To accept responsibility for the conduct of employees, agents and participants in relation to the event and not to transport any person into the reserve for any purpose other than the event.
- \* To carry out all operations under the supervision of the reserve manager or his representative.
- \* Not to hold CapeNature, its Board, or any of its employees and/or agents and/or its successors in title liable for any claims of whatsoever nature and howsoever arising which may be instituted against CapeNature, its Board and/or any of its employees and/or agents and/or its successors in title by me and/or any person whomsoever for any loss of or damage to any property and/or any injury and/or death notwithstanding that such loss of or damage to property and/or injury and/or death may have been occasioned by the negligence of the Board and/or any of its employees and/or agents and/or its successors in title. I am aware that events in conservation areas can be dangerous, and I fully accept the risk of any possible injury, or damage to equipment, and I hereby indemnify CapeNature against any such claim.
- \* To ensure that I possess adequate Public Liability Insurance to the satisfaction of CapeNature.
- \* To carry full responsibility and accountability to ensure the safety of all persons involved in the event at all times. Furthermore, I undertake, at any moment, to determine, identify and eliminate any potential risks to any person in respect of the event that may be posed by the event, and to organize and pay for any rescue operation, which may also include the use of helicopters.
- \* To remove any refuse generated as a result of the event under the Leave No Trace principle ("pack it in, pack it out"), and to educate participants / spectators of the principle prior to the event.
- \* To ensure compliance with the provisions of the Disaster Management Act (57 of 2002), any COVID 19 regulations issued and directives published pursuant thereto..
- \* To ensure that the driver of any vehicle permitted on the reserve, with the prior approval of the Reserve Manager, handles the vehicle in such a manner that damage to the road surface is minimized.
- \* To ensure payment of all fees as agreed upon with CapeNature, unless otherwise stipulated in a written agreement.
- \* To secure agreements with neighboring landowners for crossing their properties, if applicable.
- \* In cases where extensive site manipulation will be required, CapeNature reserves the right to request an environmental impact assessment by an independent environmental consultant, the expense of which is to be carried by the organizer of the event.
- \* In cases of extensive site manipulation or extensive impact on the environment, CapeNature Conservation may request a refundable deposit to ensure rehabilitation upon completion of the event. This deposit will be refunded if the location has been rehabilitated to the satisfaction of the reserve manager by the organizer of the event. If not, the deposit will be used for the rehabilitation of the site.

- \* At no time may any fires or open flames be used or flammable substances be brought onto the reserve without the express prior permission of the Reserve Manager.
- \* At no time may animals or plants be brought into the reserves without the express prior permission from the Reserve Manager.
- \* At no time will I/my staff, subcontractors or persons attending the event be permitted to disturb any wildlife, archaeological sites and geological features or pick, move, cut or remove any plants or flowers within the nature reserve.
- \* At no time will it be permitted to land any aircraft inside the nature reserve without the prior express permission from the Reserve Manager, compliance with the provisions of the Civil Aviation Authority Regulations, National Environmental Management Act, National Environmental Management: Protected Areas Act as well as CapeNature protocol, whether it is an airplane, drone, helicopter, glider, hang-glider, parachute or similar.
- \* At no time is it permitted to organise an event without an Ecological Control Officer (ECO) being present on site for the duration of the event, unless the reserve manager gives permission to hold the event without an ECO. Should extensive site manipulation be required or the amount of people at the event indicate that there will be an extensive impact on the environment, Cape Nature reserves the right to insist on more than one ECO being present for the duration of the event.

*I acknowledge the right of CapeNature to withdraw the approval, or amend the conditions of approval should I fail to comply with my undertaking or should any other event (corporate or natural) supersede this event. I understand that I/my company could forfeit the opportunity to work in CapeNature reserves in future should I either fail to settle outstanding fees or fail to comply with my undertaking.*

*I confirm that I am duly authorised to sign this indemnity.*

\_\_\_\_\_  
**Signature:**

\_\_\_\_\_  
**Date:**

**As Witnesses**

1. \_\_\_\_\_  
 Name & Surname \_\_\_\_\_  
**Signature**

2. \_\_\_\_\_  
 Name and Surname \_\_\_\_\_  
**Signature**