



# 2025 CAPE TOWN CYCLE TOUR CORPORATE HOSPITALITY EVENT MANUAL



This Manual is intended:

- To furnish you with information regarding the event and your participation therein and provide answers to most questions
- To provide guidelines and to act as a useful checklist
- To facilitate and simplify your arrangements in co-ordinating a successful event

All clients are earnestly requested, in their own interest, to read this manual and to carefully peruse all material contained herein and to respond timeously before the relevant deadlines indicated.

It is the intention of the organisers to apply the rules and regulations in a manner that will be beneficial to all and we look forward to having the client's co-operation with these matters.

The manual is not intended to replace our personal service. Please contact us should you have any questions or require special assistance.

We look forward to a successful Cape Town Cycle Tour and trust we will all benefit from this venture and business opportunity.

We wish you well and a successful event.

The Organizing Team:

***CAPE TOWN CYCLE TOUR TRUST***

Office: 087 082 4300

Website: [www.capetowncycletour.com](http://www.capetowncycletour.com)

## 2025 SHOW TIMETABLE

Please note that no children (12 and under) will be allowed on site during build-up and breakdown for safety reasons.

### BUILD-UP

		<b>ACCESS</b>
Thursday	06 March	08h30 – 17h00
Friday	07 March	08h00 – 17h00
Saturday	08 March	08h00 – 20h00

### EVENT DAY

		<b>ACCESS</b>
Sunday	09 March	06h00 – 18h00

**A client representative is required to be at their site by 07h00 on event day to ensure all is in order before the area is open to the public. Once the area has been opened no operational activities may take place.**

Please note there will be additional construction going on around the exhibition area and Stadium for race-day, and to comply with all the City of Cape Town Disaster management by-laws, there will be certain road closures.

### REMOVAL OF GOODS

The client, their agents or contractors are responsible for the complete removal of all branding materials erected by them.

### SECURITY

It is essential to remove all portable and valuable goods immediately.

For security reasons please have someone on your site from the beginning of the day until all your and your guests' possessions have been cleared from the site

It is stressed that neither the Organisers nor the security company appointed to the event can be held responsible for any loss or damage to the client's personal property.

**CORPORATE HOSPITALITY SECURITY PROVIDED BY THE ORGANISERS  
WILL CEASE AT 18h30 ON SUNDAY 9 MARCH 2025**

### YOUR SITE

Site space is sold in a Standard Package Format:

#### The Standard Site Package includes:

- Picket fencing
- Bedouin
- Power
- Cleaning
- Communal VIP Toilets

## **SITE**

We have a few suppliers, and all infrastructure and furniture supplied are on hire and remain the property of such suppliers.

The booking of multiple sites may require additional fencing and power.

## **ELECTRICAL SUPPLY & INSTALLATIONS**

**High Voltage** has been appointed the official Electrical Contractor to the Event and are the only contractors permitted to carry out electrical work and installations on-site.

Please note the following:

- You should not exceed the wattage draw-off from the power point i.e. 500w per plug
- All appliances should be tested by a qualified and competent person before connection to the power supply
- Socket outlet multi-way adaptors are NOT permitted. Only one double adaptor per power plug point supplied is allowed and this also depends on equipment used.
- A charge will be levied for the tampering and damaged electrical fittings.

## **SITE LAYOUT**

If you've ordered custom furniture and equipment, please ensure a layout of your site that befits not only your own company's standards, but also those of the Event is submitted by **21 February 2025**. If not, the supplier will setup accordingly and will not be at liberty to make last minute changes on the day of the event.

The Organisers reserve the right to disallow layouts should they not be deemed acceptable as per the standard deemed by the City of Cape Town Health, Fire & Safety and Disaster management regulations.

In the event of your site been moved to another location/ area within the current venue, for any unforeseen reason, the Organisers reserve the right of placing the booked clients at the best possible positions in the area.

## **BRANDING**

Branding may only be erected within the confines of your site and no additional branding may be erected in and around the venue.

All branding will need to be signed off by the Organiser; upon which you will be required to advise where you'd like the branding to be placed, type of branding and the materials it consists of. To ensure it doesn't impose any potential hazard in the event of bad weather conditions.

All branding must be fire/ flame retardant, where a certificate of fireproofing needs to be submitted by **21 February 2025**; for our Health & Safety file submission to City of Cape Town Events Department officials.

Branding may be removed or altered at the sole discretion of the Organisers, or City of Cape Town officials if it deems to be in any way objectionable or unsafe.

## **PRIVATE PA & SOUND SYSTEMS**

The use of private PA systems is **NOT allowed**.

### **SITE VISITS DURING BUILD-UP AND BREAKDOWN**

There will be strict security control at points of entry at the venue. Kindly have your accreditation on you to avoid frustration. Movement of vehicles will also be controlled; thus, vehicles are to move and park in the designated areas provided.

### **FIRE FIGHTING EQUIPMENT**

No person shall remove, obstruct or damage any of the provided fire equipment or the signage.

### **EMERGENCY ESCAPE ROUTES**

No emergency escape routes and exits are to be obstructed prior to and on event day.

No structure or display shall be so placed as to impede the ordinary movement of people. Nor shall the existing facilities and signs be so obstructed.

No surface irregularities at floor level shall be placed in any exit route.

### **SAFETY PRECAUTIONS & EMERGENCY PROCEDURES**

Please be aware of the emergency procedures applicable to the venue, familiarise yourself with the emergency exits and firefighting equipment and where security is stationed.

Continuously check your site for unidentifiable packages, cases or bags that have been deposited. If suspicions arise, do not touch but notify the Organisers or security.

In the case of an emergency, all Clients and their guests must comply with procedures and instructions given by the Organisers, the official security company or the relevant emergency personnel.

### **ADDITIONAL SERVICES**

The deadline for service requests: **21 February 2025.**

The supply of services and equipment needs to be carefully planned and coordinated. For this reason, the Organisers need to receive confirmed service requests and initial payment (where necessary) timeously.

The Organisers accept no responsibility for any failure/omission due to the late receipt of requests for any additional services.

**Please note that the execution of late orders or changes cannot be guaranteed.**

### **ACCREDITATION**

Accreditation (armbands) will allow anyone (clients, staff and guests) access into the corporate hospitality during the official event times.

### **SECURITY**

The official security contractors appointed to the exhibition will be the only security company allowed in the event area. The Organiser's will provide general overall 24-hour security from the beginning of build-up until the end of breakdown.

In their own interest, Client should arrange for a representative of their company to be at the site throughout the day until all guests have left their company's hospitality site.

It must be stressed that the Organisers and security contractor, whilst taking every reasonable precaution, expressly decline any responsibility or liability for any loss or damage that may befall the property of the Client or their guests. Please be vigilant and do not leave any valuables unattended.

## **INSURANCE**

### **Property damage/loss and personal injury**

Clients are responsible for the safety of their own staff, property or valuable contents and are therefore advised to take precautions where necessary.

It is recommended that each Client insures themselves against any kind of risks which they may incur in connection with any loss and/or damage of any staff personal effects.

While every effort will be made by the Organiser's to ensure the safety of everyone's property, they will not be held responsible for any damage to or theft of Client's property.

### **Public liability**

The Organiser holds insurance cover for Public Liability Indemnity and will ensure that all the correct measures will be in place to host a safe and compliant event.

## **PARKING AREAS / TRAFFIC CONTROL**

Limited parking areas are available – this will be communicated via mailers closer to the time.

Clients will receive 5 parking discs as part of their package to distribute according. This will need to be visible to security to ensure access into the designated parking areas and to avoid frustration.

All Clients are to adhere to the control of the parking by any appointed security or traffic officials in the area.

The Organisers reserve the right to control the traffic and to remove illegally parked vehicles, or vehicles obstructing access areas, causing congestion or are intrusive, or parked in such a way that they impede activities relating to the event or deemed to be dangerous to the general public. Accessibility and traffic flow need to be maintained at all times.

## **LIQUOR LICENCE**

An event liquor licence will be applied for and obtained by the Organiser's for the duration of the event. Alcohol may only be consumed in the designated event area. It is therefore not necessary for individual licenses to be obtained by each Client.

It is illegal to serve liquor to persons under the age of 18 years. Any violations of the above will result in the immediate termination of license facilities for the whole event. Therefore, clients need to ensure no persons under the age of 18 are in possession of any alcoholic beverage. Note that the Organisers have the right to remove any unauthorised alcohol from the venue.

## **FIREARMS**

Firearms are not permitted unless authorised. For clearance or clarity please contact Shana from the Event Organising team at [shana@cycletour.co.za](mailto:shana@cycletour.co.za)

## GENERAL NOTES & INFORMATION

### VENUE ADDRESS

Green Point Common Sports Ground, Cnr. Helen Suzman Boulevard & Vlei Road, Greenpoint, Cape Town

### DIRECTIONS:

#### From N1: *(to Cape Town Stadium)*

- Get onto the N1 and head Southwest
- Carry on along Table Bay Boulevard onto Nelson Mandela Boulevard and into Buitengracht Street
- Turn right onto Helen Suzman Boulevard until you reach the traffic lights after the circle
- To park (disc holders only) – carry on until you reach the slip way into Bill Peters (just after the Virgin Active – note yellow arrows below)

#### From N2: *(to Cape Town Stadium)*

- Get onto the N2 and head Northwest
- Merge onto Hospital bend merging onto Philip Kgosana Drive
- Continue onto Nelson Mandela Boulevard and into Buitengracht Street
- Turn right onto Helen Suzman Boulevard until you reach the traffic lights after the circle
- To park (disc holders only) – carry on until you reach the slip way into Bill Peters (just after the Virgin Active – note yellow arrows below)

