

CTICC

2017



FILM AND PHOTOSHOOT

Cape Town International Convention Centre

# 2017

CTICC

## FILM AND PHOTO SHOOT

### ALTERATIONS TO FURNITURE, FITTINGS AND ARTWORK

The moving of furniture, fittings and artwork in public areas are not permitted.  
No attachment may be made to the building without prior written consent from the CTICC Management.

### CARE OF BUILDING

No attachment, fitting or detachment is to be made to the interior or exterior walls, floors, ceilings or pillars of the building, without prior knowledge or consent from the CTICC Management. This includes any equipment or device whatsoever which would be affixed to, or suspended from, any structure of the building, and includes attachments that would damage any surface or structure in any part of the building. Any such attachments would require that the CTICC institutes a penalty of R5 000.00 per hole drilled and that the client is liable for all repairs.

**Please note:** No goods in the glass lifts.

No delegates, visitors, contractors or persons conducting business at the CTICC can be stopped in any public areas or walkways during filming or photography.

### CHEMICALS BROUGHT ONTO SITE

You must inform the CTICC should you need to bring any chemicals on site. Only environmentally friendly chemicals, accompanied by the relevant material safety data-sheet (MSDS), will be permitted.

### DAMAGE

Event organisers are responsible for the cost of making good and/or replacing any damage to the premises, whether caused by themselves, their agents, contractors, sub-contractors or by any person/s employed or engaged on their behalf. Any client found damaging the walls, carpets and or any structure on the CTICC property will be charged with the replacement value of such items. The CTICC appreciates that clients need to decorate their sets by means of painting, welding, angle grinding, cutting timber, wallpapering etc. Clients should note however that this is not permitted inside the venue and a specific area will be demarcated in the Marshalling Yard for this purpose.

Pre and post venue checks are conducted and any discrepancy will be noted and discussed with the client in terms of their repair and cost.

### ELECTRICAL SERVICES

Any electrical equipment brought into the CTICC must comply with the South African Electrical Regulations, SABS SANS 10142 and the Occupational Health and Safety Act. Should this not be the case, equipment will be removed immediately from the premises at the event organiser's expense and charges for any damage caused by faulty equipment will apply. The event organiser must ensure that no electrical equipment damages or interferes with the CTICC's electrical installation. Electrical services are provided only during the event and official build-up and breakdown hours. Please contact the Event Executive in advance to make additional arrangements. Connections and disconnections to and from the electrical power distribution system may be made only by the CTICC's electrical services, qualified and registered electrician. The event organiser must ensure that power-loading restrictions are adhered to.



## FILM AND PHOTOSHOOT (continued)

Single-phase power is available throughout the building. 3-Phase power points are available from facility boxes in selected areas throughout the centre. Dedicated use of electricity and services is charged to the event organiser

For safety reasons and for the protection of electrical installations at the CTICC, all main power installations from source to outlet may only be carried out by the CTICC's electrical services. An certificate of compliance must be issued for electrical connections.

**FIRE ESCAPES**

Fire escapes are located throughout the venue and are demarcated with signage. Event organisers are to ensure that neither the signage nor the exits are obstructed in any way.

**FIRE SAFETY****FIREWORKS (PYROTECHNICS)**

Prior approval required from the CTICC on the use of any fireworks or pyrotechnics.

A permit is required from the SAPS for the use of firework displays, pyrotechnics or demonstrations taking place in or out doors. This permit must be presented to the CTICC 72 hours prior to the display. Firework displays may only be presented by a qualified pyro technician and are at the discretion of the CTICC Management.

Where the fire detection and alarm system requires to be isolated for the use of fireworks, hazer and foggers it is required that a trained and qualified Fire Marshall be appointed for this period.

**FLAMMABLE AND HAZARDOUS MATERIAL**

Prior written permission is required from the CTICC Management and the Fire Department for the use of flammable and/ or hazardous material including gasses (LPG) and liquids. No liquid petroleum is permitted in the CTICC.

Polystyrene/ canvassing / hessian products will be prohibited unless treated by a fire retardant and fire retardant certificate provided by the event organiser.

All materials and equipment used must be of non-flammable nature and fire resistant.

Any equipment producing heat, smoke or open flames as an integral part of the demonstration, must receive written approval of plans by CTICC management.

**FITTING OUT AND VACATING**

All equipment, décor or structures belonging to the event organiser or his/her suppliers and contractors must be removed directly after the function, within the designated time allocated to the function, unless otherwise agreed by the CTICC. Exhibition Halls must be left in the same clean state as they were received.

The fitting out and vacating of the hired area should only be done with the prior written approval of and in accordance with any written instructions and directions of CTICC. CTICC shall be entitled at all times to give the hirer written instructions and directions on fitting out and vacating the hired area and the hirer shall be bound to adhere to such written instructions and directions.

## FILM AND PHOTOSHOOT (continued)

Unless the prior written approval of CTICC has been obtained, no alterations shall be effected to the hired area, nor shall the hirer affix anything to, cut, break open, drill or drive nails into floors, walls, ceilings, pillars, partitions, windows and other structures or fixtures in and around the convention centre.

Any and all work required to be carried out in the hired area for the temporary connection of inter alia, electricity, compressed air, water, drainage, gas, waste gas removal and for temporary connection to the central aerial system shall be undertaken exclusively by contractors or workmen designated and/or approved by CTICC. The hirer shall, in the first instance, be liable for all costs incurred pursuant to the foregoing, notwithstanding that the work may have been carried out for the benefit of or on behalf of any sub-hirer or participant. At the end of the hire period, the hirer shall vacate and deliver the hired area in the same good condition as it was made available to the hirer. If the hirer fails to vacate and deliver the hired area on the date designated for vacation or delivery or if delivery or vacation is not made to the satisfaction of CTICC, CTICC shall be entitled to take any and all remedial steps necessary, at the sole expense and risk of the hirer. Any damage of whatsoever nature caused to the hired area (or any fixtures, fittings or equipment located therein) and any area(s) made available during the hire period, whatever the reason and insofar as it has not been caused by the intentional or grossly negligent conduct of CTICC and/or its staff, shall be repaired by CTICC at the sole expense and risk of the hirer. CTICC shall be entitled, at all times, without observing any formalities and/or having recourse to the courts or any other remedies it may have in law or in terms hereof but without prejudice thereto, to repair, at the expense of the hirer, anything installed, damaged, removed or altered in contravention of the contract of hire.

**GENERATORS**

If generators are to be used, their location and accessibility for refuelling purposes shall be planned. Storage of the fuel and accessibility for further fuel deliveries shall be taken into account.

The generator and its fuel shall not be accessible to members of the public or other unauthorised people and should be fenced with the necessary signage. Noise-levels factor shall be taken into account. If this is excessive, we may request that silenced generators are used.

It is important that the earthing of mobile generators for outdoor events be carefully considered and carried out.

The correct mains isolation systems shall be in place where generators are used.

Fire extinguishers must be supplied with the generator.

A Certificate of Compliance must be provided for the connection from the generator to its intended source.

**PERMIT REQUIREMENTS**

A filming permit may be required for all film and photo shoots taking place on the property of CTICC and surrounds. **An event permit is not required and the event by-law does not apply to filming.**

**RIGGING**

Any rigging taking place must be carried out by a qualified rigger and only load and rigging points identified can be used for rigging. Should a cherry picker be required, this can be booked with the CTICC.

## FILM AND PHOTOSHOOT (continued)

**ROAD CLOSURES**

Should it be required to use the roads around the CTICC, it is up to the filming organiser to lodge a road closure request as part of the permit application process. It might be required to draw and submit a fencing and road closure plan. Copies of these must be made available to the CTICC and prior approval given by Management.

**SAFETY OFFICER**

It may be required that you appoint a Safety Officer to oversee your project. Such appointments must be in writing and a copy handed over to the CTICC. **Note that Safety officer is appointed under the Construction Regulations.**

**SECURITY SERVICES – INTERNAL**

The CTICC will provide general security along the perimeter of the building as well as roaming security within the public areas of the CTICC. It is advisable to arrange security services through the CTICC for your venue, load in / out and securing equipment as per event permit requirements. Other security services, including the hire of Close Protection and Cash Up Officers, are available from the CTICC's contracted in-house supplier.

It is a pre-requisite that all entrances and exits within the CTICC are manned only by CTICC security staff. Should event organisers wish to use alternative security personnel, this will apply only in the hired venue and will not extend to perimeter security. All security contracted separately must complete an access request and submit PSiRA registration certificate 7 days prior to the filming taking place.

**Medics**

**A medic must be scheduled for filming. A medic must be registered with the HSPCA and must be an independently practice medic (IL5).**

**TEMPORARY STRUCTURES AND TENTS**

All temporary structures such as a stage, custom stands and tents must be approved by the CTICC and structural engineering certificates might be needed in some cases under building regulations. Should this be the case, a BDM 11 and BDM 12 must be submitted with a floor plan to the city for a Temporary Building Permit.

CTICC



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we are a green conscious convention centre