

Nobody conducting business at the CTICC should be stopped in any public areas or walkways during filming or photography on the premises.

CHEMICALS ON SITE

Only environmentally friendly chemicals, accompanied by the relevant material safety data-sheet (MSDS), will be permitted. The CTICC is to be informed of any chemicals to be brought on-site.

FITTING-OUT AND VACATING

All equipment, décor or structures belonging to the client or his/her suppliers and contractors must be removed directly after a shoot, within the designated time allocation, unless otherwise agreed with the CTICC. The fitting-out and vacating of the hired area should only be done with the prior written approval of, and in accordance with, the written instructions and directions of the CTICC.

GENERATORS

- If generators are to be used, their location and accessibility for refueling purposes must be preplanned and generators must be appropriately earthed. Storage of the fuel and accessibility for further fuel deliveries must be considered. The generator and its fuel must not be accessible to unauthorised people, and fenced off with the necessary safety signage.
- If noise levels are excessive, management may request that silenced generators be used. Trailer-mounted generators must comply with national traffic codes and regulations.
- Certificate of Compliance must be provided for the connection, from the generator to its intended source. Fire extinguishers must be supplied with the generator.

PERMIT REQUIREMENTS

A filming permit is required for all film and photo shoots taking place on the property of the CTICC, car parks, roads, at Convention Square and surrounds. Approval must be sought before applying for a filming permit. An event permit is not required, and the event by-law does not apply to filming.

ROAD CLOSURES

Should you need 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. Copies of this must be made available to the CTICC, and prior approval gained by CTICC Management.

SAFETY

The organiser must appoint a Safety Officer to oversee the project. Such appointments must be in writing and a copy handed over to the CTICC. The Safety Officer is appointed under the Occupational Health & Safety Act and 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 centre. It is advisable, through the CTICC, to arrange security services for your venue, load-in/out, and to secure equipment. Other security services, including the hire of Close Protection and Cash-up Officers, are available from the CTICC's contracted in-house supplier.

All main 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 not to the perimeter. All independently contracted security must complete an access request and submit a PSiRA registration certificate seven days before filming takes place.

MEDICS

A medic must be scheduled for filming. The medic should be registered with the HPCSA and be ILS level. Proof of this must be provided prior to filming.

TEMPORARY STRUCTURES AND TENTS

All temporary structures, such as a stage higher than 900mm, custom stands (higher than 3m) and tents (bigger than 100m²), must be approved by the CTICC. A structural engineering certificate might be needed in certain cases. If so, a BDM 11 and BDM 12 must be submitted, along with a floor plan to the City of Cape Town for a Temporary Building Permit.