

CHECKLIST FOR APPLYING FOR EVENTS/ PROMOTIONS/CONCERTS

1. Formal letter requesting to hold the event
2. Security arrangement, notify the police by attaching a Police letter authenticating and clearing the venue rendering it suitable to hold an event, ensure police man power to be at the venue.
3. Clearance from venue owners permitting the client to hold the event (a receipt acknowledging payment can be considered)
4. Fire control strategy that is to say; fire extinguishers, fire safety blankets, fire exits
5. Human traffic flow and control, that is to say entry and exit points, ring fencing of public access points, emergency assembly points
6. First aid arrangement, ensure there are first aid facilities
7. Places of convenience, toilets with clear demarcation of male and female usage convenient enough even for infants and people with disability.
8. Waste management; provide for waste disposal management that is to say litter bins.
9. Noise management, the noise levels should be kept at 60 decibels. Clearance from NEMA.
10. Power utilization, provision for interior and exterior lighting
11. Water availability and utilization; ensure that water availability and utilization is guaranteed.
12. Parking allocation
13. Food vending, ensure that there are licenced and certified food vendors for the duration of the event
14. Apply for the event 14 working days before the event date.
15. How many people have you invited and how catered for them.
16. A refundable security deposit of Ugx 5 million to ensure compliance with permit terms.
17. Event fees of Ugx 200,000 to hold the event.