

KATIMA MULILO



TOWN COUNCIL

PUBLIC

NOTICE

29/08/2024

HOSTING EVENTS

Take Notice, that in ensuring a secure and safe environment for our residents, the Town Council of Katima Mulilo resolved via Resolution No. C11/06/10/2023, 8th ODCM 2023, that any person/ organisation intending or planning to host an event within the jurisdiction of Katima Mulilo Town must in writing apply for approval from the Katima Mulilo Town Council. Applications should include the following details:

1. **Organizer's Information:** Name and contact numbers of the organizer.
2. **Event Description:** Type of event (International, National, Local, Sponsoring/Branded) and the purpose.
3. **Event Type:** Specify if it's a Sport, Concert, Festival, Wedding, Ceremony, Exhibition, Corporate/Private Function, Market, Cultural Event, Show, etc.
4. **Event Dates:** Include the start and end times for each day.
5. **Location:** Venue and area of the event.
6. **Participants & Vendors:** Expected number of participants and vendors/stalls.
7. **Safety Plan:** Security, and emergency arrangements.
8. **Health Requirements:** Information on ablution facilities.
9. **Council Services:** Waste removal, venue cleaning, and water provision needs.

Once approval is granted:

Applicants shall be required to complete an Indemnity Form and obtain necessary licenses, such as a Noise Exemption or temporary Liquor License. Katima Mulilo Town Council invites all event organizers, businesses, community organizations, and sports organizers to submit their applications to info@kmtc.org.na or hand-deliver them to the Office of the Chief Executive Officer.

Issued by the Office of the Chief Executive Officer:
(Corporate Communications & Legal Affairs Division).


Raphael S. Liswaniso
Chief Executive Officer



CLLRs: Cllr. John N. Niemwa (Mayor), Cllr. Laxson M. Sikasi (Deputy Mayor), Cllr. Namangobwa B. Sindi-Mapenzi (Council Member), Cllr. Christian M. Ntshangana (Member of Mgt), Charles K. Musialiba (Member of Mgt), Cllr. Lister Shamalaza (Council Member), Cllr. Christopher S. Mukandava (Council Member), Cllr. ... (Chief Executive Officer)

ALL OFFICIAL CORRESPONDENCE MUST BE ADDRESSED TO THE OFFICE OF THE CHIEF EXECUTIVE OFFICER