



BOOKING FORM WASTE MANAGEMENT FACILITIES

CONDITIONS FOR BOOKING AT THE WASTE MANAGEMENT FACILITY

- A visit to the Waste Management facility is recommended for learners from Grade 4 and up.
- All school groups/minors must be under adult supervision. School groups/minors are requested to maintain a minimum ratio of one teacher/adult for every 10 learners/minors.
- Groups are limited to 30 individuals per group. Split tours for larger groups can be requested. This is, however, subject to the availability of staff.
- A visit to the facility should be booked at least one term in advance. The Solid Waste Management Department will, however, try to accommodate bookings at short notice.
- Your provisional booking must be made by fax or e-mail to the Solid Waste Management booking office.
- Written notice of cancellation of the excursion/visit must be done two weeks prior to the reserved date.

Name of school / group / organisation			
Name of teacher / coordinator			
Contact number of teacher / coordinator (Landline)		Cell	
E-mail address			

VISITORS' DETAILS

Numbers of learners / visitors												
Grade of learners	4	5	6	7	8	9	10	11	12			
Number of adult supervisors			Please remember that an adult supervisor to student ratio of 1:10 is required.									
E-mail address												
Tours are conducted in English, Afrikaans or Xhosa, please indicate the language preference	Xhosa										v	
Date of visit						Time of visit						

Complete this form and fax or email it to Solid Waste Management: Public Awareness and Education on Fax 021 400 5922 or e-mail: wastewise@capetown.gov.za

You will receive confirmation of your booking by fax or e-mail within three working days.
Additional copies of the booking and consent forms are available on Council's website:
www.capetown.gov.za/solidwaste

CONDITIONS AND SAFETY RULES AT THE WASTE MANAGEMENT FACILITY

The Waste Management facility is an operational site with accompanying stringent safety rules and regulations. When visiting the Waste Management facility, these rules will be explained to learners/visitors with the proviso that they be adhered to at all times. Council reserves the right to cancel or curtail visits in the event that these conditions are not complied with.

All visitors will have to adhere to these rules, and sign an indemnity form.

- Wear closed, non-slip shoes.
- All visitors will be issued with a bib. Wear it at all times, and return it after your tour to the plant.
- All visitors must stay with their group and their guide, ensure that no learner stray or run around.
- Listen and follow the instructions of your guide.

HEAD: PUBLIC AWARENESS AND EDUCATION
SOLID WASTE MANAGEMENT DEPARTMENT