

STATE OF PLAY

PRACTICAL INFORMATION FOR VENUE



We would like to welcome you to a specialised sports venue and facility. Your comfort and satisfaction is our priority; and in order to help us provide the best possible service, we would like to draw your attention to the following services and arrangements.

PARKING – There are ample secure parking bays available on site and on the University premises. The Conference Centre has around 200 parking bays on the west side of the building. All guests are to follow the parking signs and park in spaces not marked as reserved or closed off by boomgates.

SECURITY – There is 24hour Security at the University and Conference Centre. This covers both parking, access and patrol. No Fire arms are allowed on the premises, and should be declared at the entrances to the University should a guest be in possession of a firearm or weapon. Fire Arm safes are available at the Wits Protection Services Offices.

WI-FI CONNECTION is freely available to all guests via the Wits Guest Wi-Fi access point. This needs to be arranged prior to arrival, please provide details to your event organiser to arrange for guest wi-fi access, 3 days prior to arrival.

STATIONARY: Notepads and pencils are available to supplement your conference facilities. These are included as part of certain conference package benefits. Should you require these for your meeting/event – please request from your event organiser 2 weeks in advance.

RESTROOM FACILITIES: There are various restroom facilities with each venue – please follow the directional signage or ask your event organiser to point these out to you on arrival.

FURNITURE: ask for assistance from our staff if furniture should be moved around.

PRINTING AND PHOTOCOPIES: your event organiser will gladly assist you with small print jobs. Bulk printing can be ordered and printed at the Matrix printing services on east campus.

AIRCONDITIONER, LIGHT SWITCHES & MUSIC: please discuss your needs with your event co-ordinator

ENTRANCE & EXITS: All entrances, exits and evacuation points are displayed in each venue and at entrances and exits. Kindly familiarise yourself with these exits, entrances and emergency procedures

WALLS, WINDOWS & DOORS: We regret that no posters, pictures, fairy lights or any other material may be displayed on walls, windows, doors or in any other area of the building without prior consent from your event organiser.

ADVERTISING MATERIAL / FLAGS / BANNERS to be approved before the event by our management team.

VALUABLES: we do not take responsibility for any lost property, including laptops, briefcases, wallets, handbags, cell phones or any other personal property.



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SMOKING: our facility is a no smoking facility, this includes the main entrances and Admin reception areas. Please check with your event organiser for the designated smoking areas. Kindly use the bins provided to dispose of cigarette butts.

MOBILE PHONES: all phones should be on silent during conference sessions. Cell phone chargers are available at designated areas. Check with your event organiser for the closest charging point

LOUD MUSIC: is not allowed on the premises- soft background music may be played by the Centre in common and networking areas .

AV EQUIPMENT: for safety reasons, no electrical cables are allowed in walking areas or in front of doors without proper covering and by prior arrangement only. Standard AV equipment is included in packages, should damage occur due to negligence, cost of repairs will be for the clients account.

FOOD & DRINKS: Only food & beverage from the designated caterer on site is p. Risk catering or food to be sold can be arranged on request – enquire with your event organiser for more information.

SILENCE: during a conferencing session absolute silence is needed in the foyers and common areas- please respect this rule.

FILTERED WATER: opting for filtered tap water & ice means fewer plastic bottles and a happier environment. Wits Sport has opted for larger 1l glass bottles as a healthier and more environmentally sustainable alternative to plastic bottles – please request from your event organiser for these.

