



# UMHLATHUZE MUNICIPALITY

Private Bag x 1004, Richards Bay, 3900

## SECURITY REPORT

(0000)

The organisation / Person s mentioned below have booked the following Hall:

MZIN GAZI- HALL	BAY HALL	VELDEN VLEI- HALL	BRACKE NHAM- HALL	AQUADENE -HALL				NSELE NI- HALL			MADLAN ZINI- HALL	BHE JAN E- HAL	
NKOSI MADO DA- HALL	MAIN HALL- NGWEL EZANA	SUPPE R HALL - NGWE LEZAN A	EMP – MAIN HALL	UB IZ O TS C	MAQEDIPL ETIHALL - NA	BHUKH ANANA -HALL	MANC ENCE- HALL	KW AHL AZA - HAL L	MAMBU KA- HALL				

Day One Time in :	Day One Time Out :
Day Two Time in :	Day Two Time Out :
Occasion / Purpose:	
Name of Person / Organisation:	
E-Mail	
Contact Number:	
Hall Bookings Comments	

### FOR USE BY SECURITY COMPANY /AUTHORISED OFFICIAL

#### PRE - USE INSPECTION: Mark with (X) Where Applicable (X- Means item on site and in working condition)

What is the condition of the hall :		CLEAN		DIRTY		Comments:	
Tables (T/R)		Chairs		Freezer		Stove	
Name and Surname:		Contact Number :		Signature:			
				Date and Time			

#### POST - USE INSPECTION: Mark with (X) Where Applicable

What is the condition of the hall :		CLEAN		DIRTY		Comments:	
Tables (T/R)		Chairs		Freezer		Stove	
Name and Surname:		Contact Number :		Signature:			
				Date and Time			

#### CERTIFICATION BY THE SECURITY OFFICER ON SITE:

What is the condition of the hall :					
Name and Surname:		Contact Number :		Signature:	
				Date and Time	

#### SUPERVISOR'S COMMENTS

CJZ NXUMALO  
0731339084

N G BIYELA  
0748059181

S G SHANDU  
0739189314

B MASUKU  
0732549252