



The Msunduzi Municipality

MAYORAL CIVIC RECEPTIONS DRAFT POLICY-2012

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MAYORAL CIVIC RECEPTION POLICY - 2012

A. DEFINITION OF MAYORAL CIVIC RECEPTION

A Mayoral Reception is a formal function hosted by the City Mayor, to Receive or honour special guests.

B. AIMS AND OBJECTIVES OF THE CIVIC RECEPTION

1. To create an opportunity for the Mayor, the Executive Committee and Senior Management to network with Very important visitors to the City and opinion makers, in what can be essentially termed a bridge building, and public relations exercise in order to promote the City of Choice Economically, Culturally, Sociologically as well as in the Sporting Arena, locally, Nationally and Internationally.
2. To honour well deserving individuals or groups who have highly excelled in particular achievements that would have benefited the Pietermaritzburg brand in a distinctive way.

C. OFFICIAL RECEPTIONS

This means the following:

1. The expenses for hosting a Civic Reception shall be sourced from the Civic Reception Budget.
2. The reception and entertaining of an individual or body who are visiting the City for Diplomatic or related reasons, including the presentation of appropriate gifts to such people.
3. The entertaining of individuals or groups on official visit abroad as a distinctive achievement that will represent the Pietermaritzburg Brand.
4. Hosting a Civic Reception in honour of someone or a group for a distinctive achievement that benefits the Pietermaritzburg Brand.
5. Entertaining colleagues, state officials and others at farewell functions for Mayors.

D. ELLEGIBILITY TO APPLY

1. Individuals, welfare and service organizations, other recognized and constitutionalised interest and religious groups, sports , arts and cultural federations may apply once in three years for a Civic Reception, subject to the proviso that the event is of a National or International nature.
2. The Mayor may decide on an annual Civic Reception, should he find it in the interest of Council to do so.
3. Organisers of International Conventions may apply with the proviso that such Civic Reception may be approved only once in three years for any one specific Convention.
4. First and Second spheres of Government, as well as political parties cannot apply for a Civic Reception.

E. LIMITATIONS

1. The Civic Reception shall be limited to a maximum of 250 guests, excluding Council guests.
2. The Msunduzi Municipality shall bear the full cost of the Civic Reception for up to 250 guests, excluding Council guests.
3. The Mayor will decide where he wants to host guests for a Civic Reception. It is however recommended that Council venues be used for these events, and that larger Receptions be held in the City Hall.
4. The Mayor's Office is responsible for planning, organizing and arranging a Civic Reception.
5. Only food and soft drinks will be served at a Civic Reception. Liquor will be provided when sponsored.
6. Msunduzi Municipality is the official host of a Civic Reception; therefore no sponsors will be permitted to promote their product during the event. Should they wish to put up a banner, they must seek permission from the Mayor's Office.
7. Organizations will not be allowed to use Civic Receptions for prize giving or presentations.
8. All Civic Receptions will generally commence at 18h00. Alternative starting times are subject to negotiation with the Mayor's Office.
9. The date for the Civic Reception will be negotiated with the relevant guest of honour.
10. The Executive Committee, the Speaker, the Chief Whip, Councillors as well as Senior Management will be Council Guests at a Mayoral Civic Reception.
11. Mayoral Staff will always be in attendance and may be called to assist during receptions.
12. There can only be ONE Civic Reception per quarter. Should there be a need for a special reception over and above the quota; a report would have to be presented to the Executive Committee for approval, subject to the identification of funding for such a reception.
13. A Civic Reception is a PRIVILEGE, and NOT A RIGHT.

F. REQUESTS FOR A MAYORAL CIVIC RECEPTION

1. All requests for a Civic Reception are to be addressed to His Worship the Mayor, and Marked for attention, The Manager: Office of the Mayor.
2. The request should reach the Mayor's Office at least 30 days before the proposed date.
3. If the Mayor is unable to attend, the Deputy Mayor will stand in his Place.
4. For a Mayoral Reception to happen, Either the Mayor, the Deputy Mayor or both must be present.

5. The Mayor has the final decision as to who is to be awarded a Mayoral Civic Reception.

G. PROCEDURE DURING THE RECEPTION

1. Guests to arrive at least 30 minutes before commencement.
2. On arrival, guests are served with drinks.
3. Should there be a bar (if sponsored) or cash bar, it will be opened for those who may wish for a bar service.
4. The Mayor's address will commence 10 to 15 minutes into reception time. This will be followed by a response from a representative.
5. The Programme Director will then do the Vote of Thanks. No waitering or bar service will be allowed whilst the programme is in progress.
6. Dinner will be served when the programme is over.
7. Dress code for Civic Receptions is formal and /or traditional

H. CONCLUSION

The standard displayed at the Mayoral Civic Reception, paints a picture about the City. It is with that understanding that all Civic Receptions are taken seriously and given the Mayoral dignity they deserve. Attendance by Council Guests is of Paramount importance