


ICC DURBAN

45 Ordnance Rd Durban 4001
PO Box 155 Durban 4000
South Africa
Phone: (27) 31 - 360 1000
Fax: (27) 31 - 360 1050

FASCIMILE TRANSMISSION

TO : CHERYL
COMPANY : 3RD EAR MUSIC
FAX : 2075305
FROM : VIVIAN
DATE : 5 OCTOBER 1997
REF : RICHIEHAVEN5
RE : RICHIE HAVENS CONCERT 10 OCTOBER 1997

Dear Cheryl

Please find herewith the final operations sheet for signature. Should there be any further changes or information received, please contact me at your earliest convenience.

Kind regards


Vivian Humphrey
EVENT CO-ORINATOR

Est 1969



3rd Ear Music

eMail <thirdear@iafrica.com> P.O.Box 61811 BishopsGate 4008 KZN

New Address: 446 Currie Road, Berea, Durban 4001 South Africa
Tel/Fax 207-5314 - PC/Fax 207-5305

FAX COVER PAGE

To Fax Number: 3601003
3601050

DATE: 8.10.97

TIME:

ATTENTION: Vivian FROM: Cheryl

SUBJECT: E.H. Concert

PAGES (Includes this page): 1

REPLY: URGENT

YES

NOT NECESSARY

MESSAGE:

Dear Vivian,

Please note that beers are only to be served after the show.

All else seems okay.

Regards
Cheryl.

Directors:

DAVID MARKS

BARRY GERSON

reg: 89/06695/07

The contents of this fax does not constitute a contract



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COMPANY : 3RD EAR MUSIC
TO : CHERYL FAX :
FROM : DATE: 1/10
REF : PAGES:
RE :

Dear Cheryl

Please would you sign this operation's
sheet & return if you are in agreement
with the stipulated details.

Many thanks.

Uman

Tel No.: +27(31) 360 1000
Fax No.: +27(31) 360 1003

International Convention Centre Durban (Pty) Ltd
Directors: R.A. Moore (Managing Director) - O.B. Kunene (Chairman) - S. Maharaj - R. Turner - M.J. Bhengu
Reg No. 92/05887/07 International Convention Centre Durban

DURBAN I.C.C - Event Co-ordination Office
Daily Operations Sheet for Third Ear Music
Richie Havens Concert 1997 - For Oct. 10th, 1997
Organiser : Mr David Marks MBR No : M000246 Co-Ord : VH

01 of 03

Print date : 06/10/97

-- CABS Conferencing System --

Print time : 08:46:59

Fri 10th October 1997

TIMES	ROOM	PURPOSE	NOS
07:00 - 23:30	Combined Plenary 1AB	Concert	1,800
07:00 - 23:30	Green Room East	Change rooms	10
07:00 - 23:00	VIP Holding Area	VIP Suite	1
17:00 - 23:30	Main Foyer	Public area	1,800

Room Set Up

07:00-23:30 Green Room East 10 Change rooms

Room Setup 07:00
 Side plates, napkins, glasses, water jugs, chairs

07:00-23:00 VIP Holding Area 1 VIP Suite

Room Setup 07:00
 Side plates, napkins, glasses
 Assorted Print Media of the day on coffee table
 Towels
 Soap
 Tissues

07:00-23:30 Combined Plenary 1AB 1,800 Concert

Room Setup 07:00
 Raked seating
 Additional flat floor seating as per diagram

Technical

07:00-23:30 Combined Plenary 1AB 1,800 Concert

Audio Visual 07:00
 Refer to technical call sheet

Beverages

07:00-23:30 Green Room East 10 Change rooms

Function Beverage 18:00
 1 x six pack of beer, selection of soft drinks, fruit juice, still mineral water
 Required at least 2 hours prior to start of concert i.e 18.00

} BEER TO BE
 BROUGHT AFTER
 SHOW.

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Charge on consumption to 3rd Ear Music
 To service both artists in green room east and VIP suite
 Total artists approximately 10

07:00-23:00 VIP Holding Area 1 **VIP Suite**

Function Beverage 18:00
 As per Green Room East

17:00-23:30 Main Foyer 1,800 **Public area**

Function Beverage 18:00
 Bars full cash

Catering

17:00-23:30 Main Foyer 1,800 **Public area**

Function Food 18:00
 ICC risk catering on cash basis (areas open for catering will be determined on expected numbers to attended concert)

07:00-23:30 Green Room East 10 **Change rooms**

Function Food 19:00
 19.00 - Served in Green Room East & VIP Suite
 Total number of artists expected = 10

SOUTH AFRICAN CHEESE PLATTER WITH CRUDITES, FRUITS AND CRACKERS
 (Sufficient for 10 people)
 R250.00 per platter charge to 3rd Ear Music Account

07:00-23:00 VIP Holding Area 1 **VIP Suite**

Function Food 19:00
 As per Green Room East

Parking

**** Special Instructions ****

Parking 17:00 x 3
 3 x parking bays to be provided for ICC account. All other parking @ R8.00 per bay (flat rate) for guests/clients own accounts.

General Instructions

DURBAN I.C.C - Event Co-ordination Office
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**** Special Instructions ******General Instructions** 07:00 x 1

1. Box office required - to be set up in basement as per opening week. 3rd Ear Music to provide own staff and extra security. —
2. No ticket validating required as per 3rd Ear Music
3. Phillipa Savage to supply 18 ushers for the evening to direct people to their seats and collect tickets. *maybe fewer*

Order Of Events

**** Special Instructions ******Order Of Events** 14:00 x 1

- 14.00 - Approx arrival time of artists for sound check, etc
- 19.00 - Expected time of arrival of public
- 20.00 - Support act commences
- 20.45 - Interval
- 21.00 - Main performance commences
- 23.30 - Approx end time

I HEREBY CONFIRM THE ABOVE DETAILS TO BE CORRECT. DATE : _____

Clambes

Third Ear Music

On Behalf of ICC Durban Pty Ltd

End of report - run time was 00:00:04