

Manly Arts Festival

3 - 19 September 2010



EVENT FORM

The Manly Arts Festival is a community-based annual Festival which provides a unique opportunity to bring artists and the community together to increase the awareness and appreciation for the achievements, dedication and innovation of Manly's creative community. The Festival is coordinated by the Manly Arts Festival Committee under the auspices of Manly Council. The Committee reserves the right to select those proposed events which are suitable for inclusion in the program and reject those it deems unsuitable, for whatever reason. It is the responsibility of the Event Participant to do the publicity for its Event, carry public liability insurance and provide the correct information for publication.

Approval Process

- STEP 1:** Contact Sarah Johnson or Katherine Roberts at the Manly Art Gallery & Museum on 9976 1417 to discuss your proposal.
- STEP 2:** Fill in one of these forms for each event, sign, and post, fax or email form to the Manly Art Gallery & Museum (PO Box 82 Manly 1655, Fax: 9948 6938 or artgallery@manly.nsw.gov.au)
DEADLINE IS FRIDAY 14 MAY 2010
- STEP 3:** Await approval or contact the above to find out if your event has been successful.
- STEP 4:** Be available to confirm details or supply additional promotional images for your event.

Please complete in full using **BLOCK LETTERS**

Name of Event Participant

Name of Organisation/Individual Artist

Address Suburb Postcode

Tel No Fax No

Tel No 2 mobile/email

Event Contact Person

Surname Given Names

Position

Address Suburb Postcode

Tel No Fax No

Mobile No Email address

Event

This information will be used for the Festival Program

Title of Event _____

Description of Event (not more than 50 words – please use BLOCK LETTERS. This information may be edited by the festival organisers)

Proposed times of Event/s _____

Proposed dates of Event/s _____

Proposed Venue _____

Venue Address _____

Contact / Booking telephone number/s _____

Website for Event (if applicable) _____

Proposed Ticket Prices, (if applicable)

\$ _____
Adult

\$ _____
Children

\$ _____
Concession (Pension, Unemployed, Student)

Or (please tick)

_____ Gold Coin donation _____ Free Entry

Images

Please supply at least 2 copyright-cleared images of your event for promotional use.

For example: artworks in an exhibition, or photographs of a performance or an event. Images need to be at least 300dpi resolution in TIFF or JPG format in electronic, slide or transparency format.

These images may be used for promotional purposes and inclusion in the Manly Arts Festival Program, brochures, posters, websites and other promotional material. For further information contact the Arts Festival Coordinators.

Consent – Using images of children

As an Event Participant, you need to be aware that you, or Manly Council in attending your event, may take photographs, or make video or webcam recordings, of children. These images may only be printed in publications that are produced by Manly Council, as well as on its website, with permission from the child's guardian. A form is available from the Festival Coordinator. Please call 9976 1417 for a copy of this form to be sent to you.

Budget

Please supply a budget of your proposed event, detailing your sources of funding and proposed income.

Manly Arts Festival Event Participants are responsible for the funding for their events. The Manly Arts Festival Committee would like to ensure the secure financial base of each project. **It is Manly Council policy not to accept sponsorship from alcohol and tobacco sponsors.** Events in the Corso are subject to additional conditions relating to commercial use, giveaways and the like. Information about these conditions is available from the Visitors' Information Centre 9976 1430

Sponsorship

Please advise if you have or are hoping to have sponsors for your event and if so, please note below

Agreement

I, as the Event Contact Person responsible for event, agree that the event information and scope detailed above is what will be presented for the Festival.

Signature

Name

Date

CHECKLIST – before submitting, have you included with this form...

- Your draft budget
- A copy of your public liability insurance certificate
- 2 images to promote your event
- Have you filled out your Event Details IN FULL?

If you are supply certain items before the deadline,
please indicate when you expect to be able to deliver them.

For Office Use Only

Approval

This event has been approved for inclusion in the Festival Program

Signature of Festival Coordinator

Date
