

Manly Arts Festival

6 - 23 September 2007



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.

DEADLINE FOR PROPOSALS: FRIDAY 18 MAY 2007

Approval Process

- STEP 1:** Contact Katherine Roberts or Sarah Johnson at the Manly Art Gallery & Museum on 9976 1417 or 9976 1418 to discuss your proposal.
- STEP 2:** Fill in this form, sign it and post, fax or email it to the Manly Art Gallery & Museum (PO Box 82 Manly 1655, Fax: 9948 6938 or katherine.roberts@manly.nsw.gov.au) or sarah.johnson@manly.nsw.gov.au
- STEP 3:** Await approval or contact the above to find out if your event has been successful.
- STEP 4:** Supply promotional images for your event for the website, program or extra promotional opportunities.

Please complete in full using BLOCK LETTERS and copy form for more than one event.

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

Title

Address Suburb Postcode

Tel No Fax No

Mobile No

Email address

Event

The following information should contain all details which may be edited for the Festival Program.

Title of Event _____

Description of Event (not more than 50 words) You may supply additional information separately for the website.

Proposed times of Event/s _____

Proposed dates of Event/s _____

Proposed Venue _____

Venue Address _____

Contact / Booking telephone number/s _____

Email Address _____

Website for Event _____

Number of Participants _____ Estimated Audience _____

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 for use in the Festival Program and associated promotional use of your proposed event. (ie: artworks in an exhibition, performance or event). Images need to be at least

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

Public Liability Insurance

The Event Participant shall effect and maintain at his/its own expense an all risks and public liability policy in respect of the event, in the name of the Event Participant and noting the interest of the Council covering the respective rights of the Event Participant and the Council in respect of liability to the public in the event of death or bodily injury or damage to property arising out of any accident or other event which may occur in the course of or be caused by the participant 's activities. The amount of such insurance shall be not less than ten million dollars (\$10,000,000) in respect of any one claim and shall be unlimited as to the number of claims during the event. The Event Participant shall produce such valid documentation with the Council's interest noted thereon for the particular nominated event, the amount of insurance and the date of the policy to the Council prior to the event taking place, and by the date specified herein.

PROOF OF PUBLIC LIABILITY INSURANCE IS ESSENTIAL TO ENSURE EVENT CAN BE PART OF THE 2006 MANLY ARTS FESTIVAL

Budget

As you are aware, Manly Arts Festival Event Participants are responsible for the funding of their Event. The Manly Arts Festival Committee would like to ensure the secure financial base of each project. Please supply a budget of your proposed event, detailing your sources of funding and proposed income. 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.

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.

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

For Office Use Only

Approval

This event has been approved for inclusion in the Festival Program

Signature of Festival Coordinator

Date
