

 **Canterbury Festival 2024**

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| **19 October – 2 November****Umbrella Events Application Form****Before completing this form, please read and sign the Umbrella terms and conditions sheet below.** Please fill in EVERY box on this form in order to ensure we have ALL the information needed for the Festival brochure*. Thank you. Please send this document back as a word doc.* |

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| **EVENT DETAILS:**  |  |
| **Exact Title of the Event for Brochure:** |  |
| **Brief Description of Event:** *Please send a maximum of 25 words to describe your event for Festival marketing purposes.* |  |
| **Date and Time (24hr):** |  |
| **Event venue and Full Address:** |  |
| **Ticket Price** (*Include concessions****)*:**  |  |
| **How to Purchase Tickets:** *You will sell your own tickets to the event: (Please give details of how customers can purchase tickets? To be printed in brochure.* |  |
| **CONTACT DETAILS** *(Not published in the brochure)*  |  |
| **Contact name:** |  |
| **Email Address:** |  |
| **Phone Number:**  |  |
| **Organiser/ Organisation name:** |  |
| **Website:** *Please shrink your url if longer than the home page using a service such as* [*bitly.com*](https://bitly.com/) |  |
| **Running Time:** |  |
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**Please email this form in word format to: lauren****@canterburyfestival.co.uk** **by
Monday 29 April 202**



# Umbrella Events – Terms and Conditions

1. Umbrella Events are events organised by individuals or community groups independently of Canterbury Festival. All responsibility for the event lies with the organiser and not Canterbury Festival – this includes marketing, ticket sales, managing customer expectation and ensuring that strict COVID safety measures are in place and in line with Government legislation. Canterbury Festival will publicise the event within its programme and website, but all further marketing is the responsibility of the organiser.
2. All Umbrella events must be submitted online before **Monday 29 April 2024.**  Any form received after this date will not be listed in the brochure. All sections of the form must be completed, and the event description must adhere to the 25-word limit. The Festival reserves the right to have the final decision on the inclusion of any event in the brochure, and to editing entries as required to fit the space available.
3. Please do not submit the form until the venue is booked, and the event is planned. Entries in the brochure will be based solely on the information provided on the application form. Please inform the Festival Office as soon as possible if there are any changes to the publicised details. Amendments can be made on the Festival website, however, once the form is submitted, **any amendments or cancellations may be subject to an administration charge of £60 + VAT per amendment/cancellation.**
4. Umbrella events are **NOT** covered under the Festival’s public liability insurance. It is recommended that public liability insurance be taken out to cover your event; however, please check with your venue as this may already be in place.
5. Organisers are responsible for their own events. You should ensure that:
	* A high level of customer care is provided at all times
	* Adequate stewarding/staffing of the event is provided
	* The venue is a safe and suitable location for that event
6. Canterbury Festival cannot accept responsibility for the event or any loss, damage or injury that may occur.

1. Due to space restrictions in the Festival brochure, event organisers with more than one event to advertise should expect a more basic brochure listing with direction to full details available online at [www.canterburyfestival.co.uk](http://www.canterburyfestival.co.uk) and links to individual websites if applicable.
2. Please ensure that the publicised method of booking (e.g. email or phone) is available consistently and that all booking enquiries are handled in a timely manner. If you have indicated that tickets will be sold by the venue, you must check this in advance with the venue manager. The organiser must ensure that they are using a reliable and trusted ticket provider and sales platform. All responsibility for sales, event cancellation and refunds, lie solely with the event organiser.
3. Canterbury Festival now run their own Box Office service which can be utilised by organisers who are unable to sell tickets through their own platforms. An event set up fee and ticket commission would be required to use this service, as well as agreeing to additional terms and conditions. Please contact Lauren at lauren@cantebruyfestival.co.uk for more information about this service.
4. Any Umbrella organisation wishing to use venues owned by The King’s School, The Dean and Chapter of Canterbury or Kent College **MUST** enquire into their availability during the Festival dates through the Festival Office. The Festival is not responsible for technical costs or any other expenses incurred. Technical requirements should be negotiated directly with the venues once the Festival has approved the venue booking.
5. Any additional promotional material that you print for your event **MUST** have the high-resolution Canterbury Festival logo on it which will be sent to you once your event is confirmed. Please forward finished artwork to rob@canterburyfestival.co.uk for sign off. Umbrella Event organisers are encouraged to collect and distribute to their network a number of Festival brochures. This is a mutually beneficial arrangement to encourage attendance across the full programme of Festival events. You are asked on the application form to confirm that you will be collecting the brochures from the **Festival Office, 8 Orange Street, Canterbury, CT1 2JA** if your event is confirmed.
6. Umbrella organisers agree to receive enquiries directly from customers should the Festival Office be unable to deal with the enquiry.
7. The Festival may provide limited local press coverage of umbrella events at its discretion. Organisers are of course welcome to pursue individual press interest.

**I can confirm that I understand and agree to the above terms and conditions, and that the information I have provided is accurate:**

Signature

Name (in block capitals)

Date