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**Canterbury Festival 2024**

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| **19 October – 2 November****Visual Arts Application Form****Before completing this form, please read and sign the 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:** |  |
| **Start Time of Event: (24hr)**  |  |
| **Event venue and Full Address:** |  |
| **Website:** *Please shrink your url if longer than the home page using a service such as* [*bitly.com*](https://bitly.com/) |  |
| **CONTACT DETAILS** *(Not published in the brochure)*  |  |
| **Contact name:** |  |
| **Email Address:** |  |
| **Phone Number:**  |  |
| **Organiser/ Organisation name:** |  |
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**Please email this form in word format to: lauren****@canterburyfestival.co.uk** **by
Monday 29 April 2024.**



# **Visual Arts Events – Terms and Conditions**

1. Visual Arts Events are gallery shows or exhibitions 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, 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.

1. This event must be free and on a drop-in basis. If you would like to charge for your event, please submit to our Umbrella programme.
2. All Visual Arts 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 event is confirmed. 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. Visual arts 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. 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. Visual Arts 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.
3. Visual Arts organisers agree to receive enquiries directly from customers should the Festival Office be unable to deal with the enquiry.
4. 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