



Registered Charity Number 1154232

**24<sup>th</sup> June – 4<sup>th</sup> July 2021**

**Events Liaison: Janice Howe Email: [janh@lymmfestival.org.uk](mailto:janh@lymmfestival.org.uk) Phone: 07854 900396**

**Application address: Lymm Festival Event Applications, 505 Stockport Road, Thelwall, WA4 2TH**

## **EVENT APPLICATION FORM**

Please complete this form and supply the information requested on page 3 then return by email or post to the respective address shown above by **Sunday 28<sup>th</sup> February 2021**

See “A Guide to Making an Application and Organising Your Event” supplied with this pack.

ORGANISATION NAME	CHARITY No. if applicable
CONTACT NAME	NAME & ADDRESS FOR CHEQUE REPAYMENT OF TICKET SALES IF DIFFERENT
ADDRESS	
EMAIL ADDRESS	NAME & EMAIL ADDRESS FOR INVOICING IF DIFFERENT
PHONE NUMBER	
WEBSITE / FACEBOOK PAGE	
TITLE OF EVENT	
NAME(S) OF FEATURED PERFORMERS / ARTISTS / WORKSHOP LEADER ETC.	
VENUE / MEETING POINT	TICKET PRICE
PREFERRED DATE & TIME (including doors open and event start time if different)	REFRESHMENTS PROVIDED?
ALTERNATIVE DATE & TIME	

DISABLED ACCESS?	REFRESHMENTS INCL. IN TICKET PRICE OR EXTRA?
IF OUTDOOR EVENT, ARE DOGS ALLOWED?	
WOULD YOU LIKE US TO PRODUCE YOUR TICKETS? If yes, please state how many (costs in 2019 were £8 for 50 tickets up to £11 for 150 tickets inclusive of VAT)	
ASSISTANCE NEEDED WITH INSURANCE? (You have a responsibility for people and property at your event. Please see Guidance Notes)	
HEALTH & SAFETY. Please confirm that you have completed a health & safety risk assessment for your event and that it is available for inspection by the Festival and its insurance company at all times. You have a responsibility for the health and safety of people at your event and confirmation is mandatory for your application to be successful. Please see Guidance Notes.	
PERFORMING RIGHTS. If you are using musical compositions that are still in copyright, we will manage the payment of any necessary fees to the Performing Rights Society and invoice you for the amount later. <b>Within 14 days of the end of the Festival</b> , you must send details of each musical composition used during the event (including the arranger if different from the original composer) and audience numbers to <b>cdevine@lymmfestival.org.uk</b> . If you are performing a play or written word, it is your responsibility to pay any fees that may be required to the owner of any copyright. Please confirm that you understand this obligation.	
WILL YOU BE ABLE TO PROVIDE ALL YOUR OWN VOLUNTARY HELP? We <u>may</u> be able to help you with this on request. Please see Guidance Notes.	
<p>PRIVACY OF INFORMATION ETC. Lymm Festival will use the information you provide on this form to keep in touch with you about your event and the Festival and to contact you next year to see if you would like to submit an event application again.</p> <p>Your information will be shared within the Festival team to ensure the relevant people know the necessary information about your event. The only information that will be shared externally is that which you give for promotion purposes (for example, event details in the Festival guide and our promotional materials). We will treat your information with respect.</p> <p>For more information about our privacy practices, please visit our website. By ticking the box and confirming your consent below, you agree that we may process your information in accordance with these terms. You can change your mind at any time by contacting us at <b>depchair@lymmfestival.org.uk</b>.</p> <p><input type="checkbox"/> I confirm that Lymm Festival may use my information and contact me in accordance with these terms.</p>	
<p>PLEASE SIGN AND DATE THIS FORM TO CONFIRM YOU HAVE READ THE GUIDANCE NOTES, THAT YOU UNDERSTAND THE OBLIGATIONS YOU HAVE AND THAT YOU WILL CARRY OUT THE ACTIONS NECESSARY TO COMPLY WITH THE MATTERS STATED.</p> <p style="text-align: right;">Date:</p>	

**Please also provide the following 3 items:**

1. A Word file with **two descriptions** that we can use to promote your event:
  - (i) a short version of up to 35 words for the Event Guide and
  - (ii) a longer version of up to 100 words for the website, which should include details of your event and any links that can be used for publicity - this should give an interesting, accurate and clear summary of your event

The information that you supply may have to be edited to fit the space available.

2. **Two photos or other relevant artwork**, which must be in a JPEG format and high resolution - at least 300 pixels per inch (ppi).
3. **The insurance declaration**, which is included with the Event Organisers' pack, duly completed. This declaration is mandatory for your application to be successful. If, having read the guidance document, you need assistance then please contact [treasurer@lymmfestival.org.uk](mailto:treasurer@lymmfestival.org.uk).

Thank you.

January 2021