



Events liaison: Paul Thompson

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A Guide to Making an Application and Organising your Event

1. Lymm Festival is a charity with the objectives of promoting the arts and heritage in Lymm for the public benefit. This guide is intended to help you through the process of completing an Event Application Form. Hopefully, it will also help you to have a successful event.
2. To make an application, please email Paul Thompson (email address above) who will send you instructions and an electronic application form. The deadline for completing an application is **26th February 2024**.
3. The form asks you to provide **two descriptions** which we can use in our publicity to promote your event: a short version (up to 50 words) and an expanded version (up to 150 words). The information you supply may have to be edited to fit the space available. You are also asked to provide up to **two digital photos** or other relevant artwork. These must all be in a JPEG format and high resolution - at least 300 dpi. For copyright reasons, please don't use images taken from the internet. Please also provide any website details of the performer(s)/presenter(s) involved or your own organisation, if that is relevant; we shall include these on our website. If you have a website, please use it to promote your event and put on it a link to the Festival website.
4. **Please read carefully the requirements for liability insurance and health and safety in sections 12 and 13 below and follow the instructions. Please note the important insurance requirements, highlighted in red.**
5. Please note that we may not be able to accept all event applications. We carefully consider all applications received to ensure a range of events which meets the Festival's objectives. We may need to ask you to use an alternative date to avoid clashes or duplication.
6. Once your application has been accepted, the information you have provided will be used to compile any Festival flyers and website content.
7. **Registration Fees.** The Festival has decided, once again, that no charges will be made this year for events with an expected attendance of less than 250 people. If you are planning an event which is larger than this, please get in touch to discuss the Festival's fee.

What Lymm Festival will do for you

8. We shall help you publicise your event

(a) We shall create a web page for your event on our website and make poster space available to you on our Festival noticeboards.

(b) You will potentially benefit from the wider publicity that we shall produce, such as the Festival brochure, press releases about the Festival in general, mailshots, general Festival posters and Facebook postings.

(c) **However, you must market your own event.** Don't just rely on the Festival to generate your audience. Read our marketing guide here: www.lymmfestival.org.uk/event-organisers/

(d) If you produce your own publicity, you must include the 'Lymm Festival Summer 2024' logo, which will be emailed to you by Paul Thompson a few months before the Festival.

(e) If you have social media, please tell us your Facebook page name. The Festival Facebook page is @lymmfestival. Please then ensure that you 'follow' or 'like' the Festival pages, and we shall reciprocate.

9. We can manage ticket sales for you

(a) To enable us to do this, please send all the printed tickets you produce for your event to Ann Dobson, 20 Rectory Lane, Lymm WA13 0AQ, by **30th April 2024**.

(b) Tickets are sold through the Festival Box Office and through the online sales facility on the Festival website. We shall keep you regularly posted on sales.

(c) Tickets do not need to be professionally produced. We can arrange to produce tickets for you, for a charge. Please use the box on your application form to let us know the quantity you require.

(d) Consider carefully all the costs your event may incur before setting the ticket price. The Festival cannot be responsible for, or underwrite in any way, any loss you may incur in staging your event (see also Shared Revenue Option below).

(e) We shall pay you your ticket receipts, less any deductions for printing tickets (where applicable), by bank transfer, using the bank details you provide. If you do not wish to share your bank details with us, we shall send a cheque, made out to the name and address you supply on the application form. We shall aim to do this as soon as possible after the Festival ends, but please allow at least 28 days.

10. We shall manage any Performing Rights Society obligations you may have

If you are using musical compositions which are still in copyright, we shall manage the payment of any necessary fees to the Performing Rights Society and invoice you for the amount later. Within 14 days of the end of the Festival, you will need to send Paul Thompson details of each musical composition used during the event, along with audience numbers. (Please include details of the arranger, especially if this is different from the original composer). If your performance involves use of the written word (e.g. a play), it is your responsibility to pay any fees that may be required to the owner of any copyright.

11. We can help you find a suitable venue

In addition to the above, we can offer advice on practical issues such as helping to find a suitable venue. There is no recommended list of venues, but we have experience we can call upon to help link you up with somewhere suitable. It is for you, however, to liaise with the venue to make all necessary arrangements. For further details, please see the venue checklist on our website.

12. We can give you advice on the insurance you are required to provide for your event

The Festival cannot accept your application unless you have the necessary insurance in place. We are happy to give advice.

(a) We recommend that you and any performer(s) at your event have Public Liability Insurance cover for **£5,000,000**. The minimum amount is **£2,000,000**. If you plan to use volunteers for stewards, you will also need Employers' Liability Insurance to cover them.

(b) It is your decision as to which insurance provider you use. However, our insurers can provide advice and arrange cover. Please contact treasurer@lymmfestival.org.uk if you would like further details. Although requirements will vary according to the nature of the event, having your own insurance cover is essential, in case you are held responsible for any third party injury, property damage or bodily injury as a result of your negligence.

(c) Please provide details of your insurance in your application. **You must ensure that your insurance policy includes an 'Indemnity to Principals' clause.** This covers the situation where the Festival may be sued as the result of another person's action at your event. We understand that most insurers include this clause now and we need you to confirm that it is on the application form. If in doubt, seek advice from our treasurer.

13. We can help you ensure that your event meets health and safety requirements

(a) Lymm Festival takes health and safety and risk assessments very seriously and expects event organisers to do the same. You share the responsibility for the health and safety of people at your event. **All events must have a risk assessment covering the event/venue to be accepted for inclusion in Lymm Festival.** This is because people attending and participating at your event have the right to have their health and safety actively considered and safeguarded. Additionally, our public liability insurers require it.

(b) Health and safety requirements must be built into your event planning and a risk assessment completed. The assessment must be available for inspection by either the Festival or our insurance company at any time. The HSE Government website (www.hse.gov.uk/simple-health-safety/risk/index.htm) is a useful starting point if you don't have one of your own.

(c) All electrical systems and portable electrical equipment at your venue should have been regularly inspected, maintained and tested in line with all current legislation, and it is your responsibility to check that this has been done.

14. Safeguarding

Lymm Festival recognises that all children and young people have a right to be protected from harm and takes seriously its responsibility to protect and safeguard the welfare of children and young people. We require all children and young people attending Festival events to be accompanied by a responsible adult who has primary responsibility for their care. Event organisers are responsible for ensuring that they have appropriate arrangements in place in respect of children at their event.

15. Help with event stewarding

In special circumstances the Festival *may* be able to provide some volunteers to assist, but essentially this is your event. At minimum, you are likely to need someone on the door to collect and sell tickets. You may need additional stewarding – to manage a car park, for example, depending on the size of the event. Please indicate in the application form if you would like our help.

And when it's all over...

16. ...please give us feedback. We shall need to know numbers at your event, including performers and stewards, etc., as well as those attending. We'd also like to know what went well, what, if anything, didn't, and how things could be improved. If appropriate, please also tell us how much you raised for your charity and what that charity is; this will enable us to publicise the success of the Festival and your contribution in particular. Please send your feedback to Paul Thompson.

Shared-revenue option

17. The Festival itself will run a number of events, typically larger ones such as the Food Fest or hired-in 'headline acts'. If you would like the Festival to take over the management of your event, then we may be able to consider doing this on a shared-revenue basis. You would receive a portion of the takings, but in return the Festival would provide resources and be able to underwrite any possible loss. We would look at these on a case-by-case basis and reach a written agreement with you.

December 2023