



FESTIVAL COMMUNITY PROGRAMME 2018 TERMS & CONDITIONS

What is Portsmouth Festivities?

Portsmouth Festivities is an annual 10-day arts, culture and heritage festival, which aims to provide a high quality programme of citywide performances and events which capture imaginations, celebrate diversity and reflect on the heritage value of Portsmouth.

Every year, we...

- champion the very best of Portsmouth
- help to shape the provision of accessible cultural experiences for all
- provide platforms for different and other audiences
- grow and develop - extending our reach, reputation and impact

Next year's Portsmouth Festivities will take place between Friday 15 and Sunday 24 June 2018.

What is the Festival Community Programme?

We are motivated by a desire to connect with local cultural and creative individuals and organisations, exchanging ideas, energy and resources to promote the imaginative life and wider profile of the city. Our Festival Community Programme means that anyone who can find a venue can put on an event as part of the Festivities.

We are here to provide you with the support and exposure necessary to help make your event a success.

Bringing an event to the Portsmouth Festivities will mean the chance to showcase it to a wide and diverse audience, an audience including producers, promoters, journalists and fellow artists.

Portsmouth Festivities is a registered charity whose membership elects a board of trustees to oversee its management. In addition, we work closely with our team of Creative Partners to help make decisions regarding creative programming for the Festival Community Programme.

Things to consider

The theme for 2018 is **FREEDOM**. Festivities would strongly welcome applications with a relevance to this theme.

By submitting an application form for inclusion in the Portsmouth Festivities 2018 Community Programme, you agree to manage all aspects of your event, including all costs. We are always happy to give advice in staffing and venue procurement.

The Portsmouth Festivities is simply providing a platform to market your event to a wider audience. Beyond this, it cannot be held liable for any aspect of your event, including its sales, planning and delivery.

Before submitting your event, we suggest you carefully consider the following:

- | | |
|---|---|
| Securing a suitable event venue | Making arrangements for selling tickets on the door |
| Performance Rules and Regulations | Obtaining any necessary Clearing Rights & Copyright |
| PRS for Music | Photographic Performance Limited |
| Securing the necessary public liability insurance | Declaring any income to the relevant authorities |



Please note that all necessary performance and licensing permissions must be in place by Friday 12th January 2018. Otherwise, your event will not be included in the Festival programme. On some occasions, we may request written proof that the necessary permissions have been obtained.

How to apply

The application form is available online at www.portsmouthfestivities.co.uk from 25th September 2017.

To submit the form, you must complete all the necessary information and send it back to us on/before **midday December 7th 2017**.

Once submitted, your form will be processed by the Festivities team.

There is a selection process. The Festival Community Programme is curated by the Festivities team and our 13 Creative Partners from across the City.

If your application is successful, we will notify you by **December 14th 2017**.

We will use the contact details supplied on your completed form. Make sure you know who is registering your event.

Deadlines

You will be sent a Pro Forma to complete and return, in its original format, with which we will ask you to send us up to three high res images and up to 40 words of copy on/before **Friday 12th January 2018**. It is vital that your copy and image/s are exciting and interesting.

Only fully completed forms submitted on/before **January 12th 2018** will be considered for inclusion in the Festivities brochure.

Completed forms submitted after this deadline will not be considered for inclusion in the brochure.

Please note that any submissions (or any changes or cancellations applying to existing submissions) made after the Programme goes to print are subsequently the responsibility of the representative of the company, organisation or individual who signed the 'Festival Community Programme 2018 Application Form'.

Proofing

We will format your entry in the Festivities programme, according to the information you provided in the application form. It is therefore essential that all information you supply is accurate.

A proof of your programme entry will be emailed to your event contact(s) in early February 2018.

After receiving your entry you must contact us straight away with any changes to dates/venues etc. If however Festivities have gone to print, Festivities will only be able to make online changes to the programme and therefore organisations could be subject to printing charges.



Marketing

In return for us agreeing to platform your event in the Portsmouth Festivities programme, we respectfully request that you include the Portsmouth Festivities logo in all flyers and posters you may generate to further promote your event.

We also ask that you mention the Portsmouth Festivities in any press releases, programmes or other copy content you may generate for online/printed publication.

We sometimes have professional photographers covering our events. Please make sure that if participants under the age of 18 are involved the team know of any permission queries. We do share pictures with our creative partners and any taken by our photographers are sole property of the Festivities. Any pictures used with permission from the Festivities must credit Portsmouth Festivities when used.

Box Office

In order to make the booking process as simple as possible for Festivities audiences, all events within the Portsmouth Festivities programme must be available for booking via our central Portsmouth Festivities Box Office at Kings Theatre, Portsmouth.

You must allocate a **minimum of 50%** of your total event capacity for sale via the Portsmouth Festivities Box Office.

Any tickets sold through the Portsmouth Festivities Box Office, will be subject to a **25% commission fee** which will be deducted from your payout.

All takings you receive via your own box office/on door sales **will not** be subject to this fee.

Please note that we calculate the commission on your gross sales (i.e. before tax is deducted) and it is then your responsibility to settle any PRS, VAT or other tax liabilities for your sales as appropriate for your individual set-up.

In early July 2018, Portsmouth Festivities will send you a full report detailing your box office takings, including full ticket sales, deductions and calculations of final figures.

We will ask you to invoice us for the final net amount (i.e. gross sales, minus 25% commission) and process payments to the account details you provide on your invoice.

Please be advised that all Box Office enquiries are to go direct to Festivities and not with the Kings Theatre direct.

Join our mailing list

Portsmouth Festivities sends out regular e-bulletins with news and information about taking part. By signing up to our free mailing list, you'll be kept up-to-date. Just visit www.portsmouthfestivities.co.uk and complete the form on the right hand side of the screen.

Contact us

If you have any further questions, please email info@portsmouthfestivities.co.uk



FESTIVAL COMMUNITY PROGRAMME 2018 APPLICATION FORM

About You

Full name of company or individual	Click here to enter text.
Contact address	Click here to enter text.
Website address	Click here to enter text.

Name of main contact	Click here to enter text.
Telephone number(s)	Click here to enter text.
Email address	Click here to enter text.

Name of second contact (if applicable)	Click here to enter text.
Telephone number(s)	Click here to enter text.
Email address	Click here to enter text.

Additional Information

Have you taken part in Portsmouth Festivities before? YES NO

Are you between the ages of:

17 and under

18 +

Are any of your company non-UK residents? YES NO

I would like the Portsmouth Festivities newsletter emailed to me. YES NO

How did you hear about taking part in Portsmouth Festivities 2018?

Click here to enter text.

Activity / Event Information

Venue	Click here to enter text.
Start date	Click here to enter text.
End date	Click here to enter text.
Times	Click here to enter text.
Ticket Prices (if applicable, include Standard and Concessionary prices)	Click here to enter text.
Box Office arrangements. Festivities are happy to run your event through our Box Office, however if you are selling through another avenue as well please give details of any other booking methods you intend on providing for audiences (e.g. your own Box Office system, eventbrite, door sales, etc)	Click here to enter text.
Additional comments regarding event. Please include details of any warnings or age guidelines we should communicate to Festivities audiences (e.g. adult content, walking distances involved, flash photography and so on)	
Click here to enter text.	

What percentage of your total ticket capacity would you like to sell via the Portsmouth Festivities central Box Office at Kings Theatre Portsmouth? (Further details can be found on our website www.portsmouthfestivites.co.uk). Please note, you must allocate a minimum of 50% of your total event capacity for sale via the Portsmouth Festivities Box Office.

Click here to enter text.

Which of the following Portsmouth Festivities programmes best applies to your event? Select all that apply:

Music

Theatre

Dance

Families & Schools

Literature

Talks

Outdoor Activities

Film

Visual Art

Other

(Explain) _____

Has your chosen venue been booked? *

YES

NO

Do you need assistance in locating a suitable venue?

YES

NO

Is your event a world premiere?

YES

NO

Tell us about your proposed activity/event (up to 500 words). Attach more information, if necessary.

Click here to enter text.

* We will need to see written confirmation of the venue booking

How is your proposed activity/event aligned to the mission and values of Portsmouth Festivities? (up to 150 words)

For information about us as a charity, visit portsmouthfestivities.co.uk and click on 'About Us'.

[Click here to enter text.](#)

Does your event have an age rating? If so what is this

[Click here to enter text.](#)

As a representative of the company, organisation or individual applying for a slot in the Festival Community Programme for Portsmouth Festivities 2018, if selected, I/we hereby agree to abide by the terms and conditions. Further, I/we will respect all Festivities audiences, other artists and organisations participating in the Portsmouth Festivities programme.*

Signature / Type Applicant Name [Click here to enter text.](#)

Date [Click here to enter text.](#)

**Any applicants under the age of 18 years will be required to supply written consent by their Parent/Guardian and provide contact details for an adult who will be present throughout the event, to manage safeguarding and health and safety aspects of the activity/event.*

Thank you for your interest in Portsmouth Festivities. Please send your completed applications form **on/before midday Thursday 7th December 2017** to Festivities Assistant, Portsmouth Festivities, 10 High Street, Old Portsmouth PO1 2LP or info@portsmouthfestivities.co.uk