



Venue Form

Want to support the festival as a Venue and be part of a great community event?

Didsbury Arts Festival will take place Saturday, 25 September to Saturday, 2 October, 2010. Local businesses and venues are invited to take part in this exciting community event, the aim of which is to celebrate the wealth of talent, diversity and vibrant community that make Didsbury so special. A varied and stimulating festival programme is planned to represent a huge range of arts from music, theatre and comedy to visual arts, crafts and writing.

The week will consist of daytime and evening events to be held in different venues, including schools, cafes, pubs, galleries and churches. Admission is expected to be free or nominal for most events to encourage maximum participation and attendance and support and also to ensure Didsbury Arts Festival is accessible to as many people as possible. The festival is not generally able to pay a charge for venues, however, venues who would normally make a charge are invited to get in touch and to discuss the options with the festival organisers.

Venues

If you are a local business 'venue' and would like to support the event please complete the information below.

Please send your completed form to DidsburyArtsFestival, c/o 11 Lancaster Road, Didsbury, M20 2QU. Or email it to info@didsburyartsfestival.org Please submit it by the latest, **31 May 2010**.

The outline programme planning including the allocation of events to venues will take place in June and final details will be confirmed and made available to artists and venues by mid July.

Festival details, updates and forms, together with the programme (when available in early August), can all be found on the festival web site at:

www.didsburyartsfestival.org

Enquiries

All enquiries should be emailed to:

info@didsburyartsfestival.org

Name of Venue/Business:

Name/position of contact:

Contact telephone number:

Contact email:

Type of venue (please describe with size, type and access details)

Does the venue have the necessary Health & Safety Certificate? Yes No

Does the venue have appropriate public liability insurance? Yes No

Type of event the venue could host, please specify (e.g. a solo reading by a writer or poet, solo musician, music group, theatre performance, choral or other concert, art or photography exhibition etc):

Please tick boxes for venue availability

	Sat 25	Sun 26	Mon 27	Tue 28	Wed 29	Thu 30	Fri 1	Sat 2
Am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Does the venue have a stage, a pa sound system, a quiet room, lighting, bar (please let us know details)

Is there a hire charge? Yes No

If so, please state amount. (Please note that preference will be given to venues offered free of charge)

Please read the following:

What DAF Association believes

We are a charity association run by volunteers.

We believe that art is for all, not just for some.

We aim to provide an opportunity for artists to perform or exhibit in an environment that is low cost and an atmosphere that is receptive.

We aim to provide an opportunity for the local community to enjoy a range of arts, on their doorstep, free or at accessible prices

We hope that our audiences are enthusiastic and encouraging of the arts, of innovation and of new work.

We welcome artists of all genres and will not censor nor selectively promote any work.

What we do

We run the festival web-site.

We make any final decisions on programming.

We provide information and advice on venues and aim to allocate venues to artists/events, wherever feasible.

We have a Press Officer with regional contacts, who can supply entrants with press lists.

We publish the Festival programme and distribute it to our mailing lists, local residents and selected local and City publicity outlets.

We run the Festival Information Desk during the festival which handles information and publicity for artists and audience.

We will make every effort to review events and to publish the reviews on the web-site, at the Desk and with local press. Artists can use these for publicity at the festival and elsewhere.

Where possible, we provide at least one volunteer to support an event on the day.

What artists do

They make their own arrangements with venues, once allocated by the festival team. Artists may arrange an event with the venue directly.

Artists contact the venue at least a month in advance of the festival to discuss requirements and agree final arrangements for an event, including opening up and closing the venue property if required.

Artists arrange for all technical equipment to be available for an event.

Artists fill in the application form to enter the festival and provide all of the information requested.

Artists produce their own publicity materials and print tickets for sale on the door (where this has been agreed with the festival organizers)

Artists keep all door takings, or a share where agreed with the festival organizers.

What Venues do

Venues notify the organizers of their availability for festival events.

They are open to contact from the artists and to accommodating the artists requirements are far as is practical.

Venues provide a friendly, supportive, accessible and safe environment for an event and take all necessary steps to ensure Health & Safety requirements are met in full.

The venues actively promote their events and festival posters are displayed to the public and leaflets or programmes made available.