

## Wantage Summer Festival 2016 Event Organiser Guide

### Background

This document sets out the arrangements between Wantage Summer Festival (the Festival) and any company, individual, partnership, group or organisation (“event organiser” or “you”) who organises and runs an event in The Festival.

In 2016, Wantage Summer Festival will open on Saturday 11 June and will close on Sunday 17 July.

The purpose of the Festival is to celebrate Wantage and all the surrounding Vale and Downland villages. You will benefit from being involved in a five week cultural event, support with selling and distributing tickets, listing in the Festival programme, promotion on the Festival’s website and general Festival publicity, including an opening ceremony in Manor Park Recreation Ground, Wantage.

The Festival encourages a full range of events and in 2016, the Festival will group events into several themes: visual and performance arts and crafts; local heritage and community; green nature and outdoors; science and technology; food; sport; and other. The kind of events include drama, music from classical to silver bands and folk, dance, art exhibitions, garden walks, historic walks and workshops such as calligraphy, photography, drama, food, cooking, sport, science and technology, and fitness.

The Festival facilitates and promotes events which showcase and celebrate the value of the community, are organised by groups, organisations or individuals from Wantage and the surrounding area, or on topics about Wantage and the surrounding area. Any disagreements about the eligibility of events or participation will be referred to the Festival Committee to approve.

## Tell us what you are doing

If you want to register an event and have it included in the printed programme, and on the Festival website, you should complete and submit the event registra@on form at <https://www.surveymonkey.co.uk/r/6Z9XXQK> by 29 February 2016.

If you miss this deadline or you have an idea for an event closer to the Festival you should complete the event registra@on form and we will include your event on the Festival website.

You should provide details about your group, the event, the number of tickets you require and a description to include in the Festival programme and on the Festival website. You can also include a photograph from last year's event to be considered in the Festival programme and/or the Festival website. The Festival reserves the right to amend copy material for the printed programme and the Festival website, depending on available space and the need to preserve a consistent house style.

The deadline of 29 February 2016 is crucial to allow time to clarify details, create and print the programme, and to make arrangements for tickets for each event. The sooner you book your slot, the more likely you will be able to be included and secure the dates you require.

To ensure that your event is included in the Festival, you should book your dates before booking your venue. The Festival will try to ensure that your event does not clash with potentially competing events. However, this depends on you providing with the correct informa@on as soon as possible on the event registration form: <https://www.surveymonkey.co.uk/r/6Z9XXQK>

If you wish to alter the details of your events, you should notify the Festival.

If, for any reason, you need to cancel an event, you should tell the Festival at least 7 calendar days before the event by email ([wantagesummerfestival@gmail.com](mailto:wantagesummerfestival@gmail.com)) or calling 07906 076571.

## Ticketing Arrangements

All monies received from ticket sales, (excluding online PayPal fees) will be passed to the relevant event organiser(s) after the end of the Festival.

The Festival is a small, voluntary not-for-profit organisation which relies on voluntary effort and has limited resources. So it has decided to sell tickets online. The Festival will not provide ticket printing services. This will simplify administration and ensure greater transparency. Event organisers can sell their own tickets in any way.

Tickets for registered events will be available for sale on the Festival website ([www.wantagesummerfestival.com](http://www.wantagesummerfestival.com)) from early April. Attendees will be encouraged to buy their tickets through the Festival's website. Online sales will be handled through PayPal which charges ticket buyers a fee of 3.4% of the ticket price plus 20p per transaction. Festival ticket purchases will be confirmed by a receipt to attendees' email addresses and attendees will bring these receipts to events to use as tickets.

The Fes@val CommiZee will also sell @ickets in the Vale and Downland Museum, Church Street, Wantage, at The Beacon, Portway, Wantage and in the Market Square, Wantage during April, May and throughout the Festival.

## Promotion

The Festival will help you publicise and promote your event by including the details of your event in the Festival programme and on the Festival website provided that you submit details of your event by 29 February 2016 distributing Festival promotion across the local press and providing an opening ceremony in the Manor Recreation Ground, Wantage on Saturday 1 June at 12 noon.

Event details and any interesting stories may be included in the generic press and should be sent to [wantagesummerfestival@gmail.com](mailto:wantagesummerfestival@gmail.com) by Tuesday 22 March 2016, ready for the main wave of publicity which will be issued is compiled to go out on 1 April to meet the various publication deadlines.

## Venues

The Festival has a list of local venues for you to contact. Details can be found- on the Festival website [www.wantagesummefestival.com](http://www.wantagesummefestival.com).

## Event organisers' responsibilities

You are responsible for making arrangements for organising, holding and running any events that you want to hold. You are responsible for making arrangements with the venue which you choose.

You must provide your own materials (which you can add to your entry charge). It is your responsibility to provide DBS clearance when applicable,

You should provide your own appropriate insurance coverage, such as public liability insurance. The Festival accepts no responsibility for your failure of any to arrange the required insurance cover.

The Festival does not usually organise events, apart from the opening and closing functions. In exceptional circumstances, the Festival may decide to organise its own events.

The Festival has its own sponsors. If you find your own sponsors for your event, your sponsors' logos will be included in the event page on the Festival's website, on posters and in text, but not in the printed programme.

## Volunteers

WSF volunteers may be available at each event to assist you.

## Photography and Image Rights

The Festival may reproduce any photographs or images which you may submit for your event when promoting and publicising events. Images will not be used on any merchandise sold for profit without prior agreement with you, in writing. Any images which the Festival may take of you remain the property of the Festival, and the Festival reserves the right to use any such images to promote future Festivals.

## Liabilities

The Festival cannot accept any liability for any loss or damage sustained from any cause whatsoever. The Festival will not be liable for any loss or damage to any equipment or person from whatever cause that may arise when you participate in the Festival.

By registering your event, the Festival will assume that you have read and understood the content of this Event Organiser Guide.