

MANNING WINTER FESTIVAL INC. [MWF]

GUIDELINES FOR INCLUSION IN THE 2018 MANNING WINTER FESTIVAL PROGRAMME
FRIDAY 1 JUNE – MONDAY 11 JUNE 2018, inclusive

“Magic of the Manning”

GUIDELINES FOR APPLICANTS:

1. Applicants are advised that activities and events must be located in the former Greater Taree and Gloucester local government areas. Activities and events must be creative initiatives that reflect the artistic and cultural creative talents, aspirations and efforts, of the people of the Manning Valley. These may include a range of music, voice, drama, crafts, heritage, dance, visual art, community events with a cultural/lifestyle theme, and other cultural/lifestyle initiatives as approved by the MWF Committee.
2. Unless specifically organised by the MWF Committee [hereafter known as MWF], all approved activities and events are the responsibility of the organiser[s] of that activity or event [hereafter known as the Agent].
3. MWF agrees to promote all approved activities and events as much as possible within the range of the MWF`s available resources.
4. MWF accepts no responsibility for any Programme Approved activity or event conducted by the Agent, in accordance with these Guidelines.
5. MWF reserves the right to decline applications to participate in the 2018 Manning Winter Festival and/or to withdraw approval at any time without qualification.
6. Agents must provide written evidence of relevant insurance cover [eg. public liability].
7. Agents must provide written evidence of Incorporation [where applicable].
8. Agents may retain any profit from the activity or event.
9. MWF will make no claim on any profits but may seek a donation towards expenses *after* the activity or event. The Agent is under no obligation to make a donation.
10. Applications close Friday 1 December 2017. Late applications *may* be considered.
11. Agents will receive notification of formal approval, or otherwise, on or before , Friday 26 February, 2018.

APPLICATIONS SHOULD BE SENT TO: The Secretary, email: manningwinterfestival@gmail.com

OR, posted to:

Manning Winter Festival Inc.
PO Box 336 Taree, NSW 2430

BY CLOSING DATE 1 December 2017.

Website: www.manningwinterfestival.weebly.com

Enquiries to: email: manningwinterfestival@gmail.com

MANNING WINTER FESTIVAL INC.

APPLICATION TO PARTICIPATE IN THE 2018 MANNING WINTER FESTIVAL 1 JUNE - 11 JUNE

Name of applicant [please print ALL responses - email and written applications will be accepted provided they follow the format of this application.]

NAME

Organisation/Individual [where applicable].....

Personal postal address.....

Organisation Postal address.....

.....Phone: Email:

Contact name..... Position.....

Phone..... Mobile.....Email.....

Proposed Activity/Event [Attachments may be included with the Application]
[Please NAME your event and give a brief description].....

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DATE[S].....TIMES [Start/finish].....

VENUE ADDRESS.....

Have you attached written evidence of insurance for your activity/event?

YES NO [tick one] If No, why not?

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Have you provided written evidence of Incorporation of your organisation [as applicable]?

YES NO [tick one] If No, why not?

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I have read the Guidelines and agree to abide by the Terms and Conditions contained therein.

Name..... Position
[Executive position]

SIGNATURE..... Date.....