

# PERFORMER APPLICATION FORM

## Christmas Fayre 2019



### Details

Salisbury City Council are seeking applications from bands/individuals from Salisbury and the surrounding area to provide music at various Markets and Events in the Market Place/Guildhall Square/other locations in Salisbury.

### Personal Details

Name/Organisation .....

Contact Name .....

Address .....

..... Postcode .....

Telephone Number ..... Mobile Number .....

Email Address .....

Website .....

Facebook and/or Twitter .....

### Description of band/music performance

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### Power

Do you require electricity? Yes  No

Can you provide your own PA? Yes  No

Please tick the box to confirm your equipment has been PAT tested

**Performance area**

Please advise on the maximum area you will require and how many people form part of your performance

**Performance fee**

Please state your proposed performance fee (if applicable) £.....

**AVAILABILITY**

*Please tick the dates you would like to be consider to perform at.*

**Date**

Saturday 30 November <input type="checkbox"/>	Thursday 05 December <input type="checkbox"/>	Friday 06 December <input type="checkbox"/>
Saturday 07 December <input type="checkbox"/>	Thursday 12 December <input type="checkbox"/>	Friday 13 December <input type="checkbox"/>
Saturday 14 December <input type="checkbox"/>	Thursday 19 December <input type="checkbox"/>	Friday 20 December <input type="checkbox"/>
Saturday 21 December <input type="checkbox"/>		

**Timing**

5pm – 6pm <input type="checkbox"/>	6pm – 7pm <input type="checkbox"/>	No preference <input type="checkbox"/>
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**Documents required**

We require the following documents along with your application. *(Please tick once enclosed with the application)*

Copy of public liability insurance certificate

*Please ensure this includes - Name of your Insurer, Policy Number, Limit of Indemnity and Policy Expiry Date*

Completed the enclosed risk assessment or provided your own risk assessment

Please provide a link of you/the band performing, if not available on your website or Facebook/Twitter page

**Compliance Statement**

By submitting and signing this application, it is believed the Artist has read and understood all of the terms and conditions set out below and hereby agrees to be bound by them.

..... Date .....

Signature

**Data Protection**

Salisbury City Council will not sell or rent your personally identifiable information to anyone, or use the data for any other purpose incompatible with the purpose for which it was originally collected. We will only hold your information for as long as necessary for the purposes of contacting you with regards to the event and/or notifying you of any further Events/Markets we may organise.

I consent to my personal data being held for the purposes listed above

I would like to be kept up to date on any future Events/Markets

*(you can opt out of this at any time by emailing [christmasfayre@salisburycitycouncil.gov.uk](mailto:christmasfayre@salisburycitycouncil.gov.uk))*

**Next of Kin** *This is an optional section*

These details are taken for use in emergencies, should you be involved in an accident, incident or taken ill whilst attending our Market/Event we will contact your next of kin.

.....

Name

.....

Relationship to you  
Telephone Number

..... Mobile Number .....

**Forms must be returned to the Events and Markets team at the address below:**

Christmas Fayre Team,  
Salisbury City Council,  
The Guildhall,  
Salisbury,  
SP1 1JH

**Or email**

[Christmasfayreteam@salisburycitycouncil.gov.uk](mailto:Christmasfayreteam@salisburycitycouncil.gov.uk)

**Salisbury City Council will notify you to confirm that your application has been received.**

**Submission of an application does not guarantee a booking. The Council will review all applications to ensure suitability.**

Please either attach your own risk assessment or complete our template below.

**Risk Assessment Form Part 1**

As the performer it is your responsibility to ensure that a suitable and sufficient risk assessment is completed. Failure to do so could lead to delays or ultimately the cancellation of your booking.

This template is for a simple performance area.

Does your performance area include any of the following? If so, you must complete the risk assessment part 2

Responsibilities	Yes	No
Lifting heavy products during the unloading/loading and set up/breakdown		
Using power tools during the set-up/breakdown		
Working at height (using ladders)		
Working electrical equipment		
Any potential fire hazards		
Any other hazard not identified above which could be a risk		

Please note that is not an exhaustive list. You are responsible for identifying any aspect of your set –up, breakdown and performance which could present a hazard. If you have answered YES to any of the above, please complete the risk assessment part 2.

**Risk Assessment Form Part 2**

Risk	Who could be harmed?	Control measures in place

Signature..... Date .....



## Terms and Conditions

### APPLICATIONS

Salisbury City Council will notify you to confirm that your application has been received. Please note that submission of an application does not guarantee a booking at our Events and Markets. The Council will review all applications to ensure suitability.

The Council will confirm if your application has been successful. If you haven't heard back from the Council, unfortunately on this occasion you will have been unsuccessful.

Due to the volume of interest in our Events and Markets, we regret we are unable to provide feedback on individual applications.

### RATIFICATION

This application must be signed by the Artiste when returning it to the Organiser and with which the Artiste has read all the foregoing terms and conditions and hereby agree to be bound by them.

### PAYMENT

Any payment due will be made by BAC's transfer on completion of the performance and upon receipt of an invoice from The Artiste. The invoice must be addressed to Salisbury City Council, include your details along with relevant bank details for BAC's transfer and state the Market/Event you performed at. If emailing the invoice, please send the invoice as an attachment.

### SET-UP AND BREAK-DOWN

You should be ready to perform and fully set up and ready to perform on time. You may not break down until the agreed time on the day. All equipment must be contained within the space allocated. Unloading and loading will be available on site, however parking is not available. We advise that you park in a nearby car park. Parking fees will apply, please refer to Wiltshire Councils website for the most up-to-date charges.

### ELECTRICITY

Power can normally be provided if performing at the Market Place/Guildhall Square. Other locations can vary and will be confirmed when booking.

Please state in your application what power you require. If you have your own PA equipment, this must have a current PAT test.

### LEAFLETS

Leaflets are not to be given out during Markets or Events. Leaflets can be placed on a stand for the public to pick up if they so wish, however the flyering of leaflets is prohibited.

### SECURITY

Limited general security will be on site at each Market or Event. Performers are responsible for the insurance and safekeeping of all equipment or articles brought onto the site and no responsibility is accepted by The Organisers.

## **INDEMNITY AND INSURANCE**

The Organisers, its officers, staff, and representatives shall not be liable for any loss, theft, damage or injury to persons or property on the site. The Artiste will assume full responsibility for any third party claim arising from his/her own exhibit or conduct. The Artiste hereby agrees to indemnify the Organiser against any loss claim or damage to the property of the Artiste and for the death of or injury to the Artiste except where such claim shall arise out of the negligence of the Organiser.

## **POSTPONEMENT OR CANCELLATION**

Neither party shall be liable for failure to perform its obligations under this agreement if such failure results from circumstances which could not have been contemplated and which are beyond the parties control. In such event both parties shall be released from any and all their obligations under this contract. The Organisers shall in no way be held responsible for any expenditure, loss, damage or liability sustained or incurred by the performer prior to, during or after the event. If the Organiser decides to cancel this agreement or the Event/Market then no payment will be made to the Artiste.

## **COMPLIANCE**

All Artists shall observe and comply with, in addition to these terms and conditions, all relevant laws and other directions, codes of practice or guidelines imposed by The Organisers and/or any law or other competent authority applicable to the event.

## **DISCLAIMER**

The Organisers, its officers, employees, agents and representatives shall have no liability whatsoever in respect of all and any action, claim, demand, proceedings, costs, expenses, fines, penalties loss or damage whatsoever arising out of or connected with the participation by any person firm or company in whatever capacity in the event including but not limited to arising or resulting from or connected with the loss injury or damage sustained by or to any third party, any refusal by insurers to meet in full or in part or at all any claim or the seizure or taking of possession of any equipment. This shall not operate or be construed to operate to exclude or restrict the legal liability of The Organisers for death or personal injury caused by its negligence. Each entrant for itself and all those for whom it is directly or indirectly responsible shall indemnify and hold The Organisers harmless from and against all costs and expenses of whatever nature, actions, proceedings, claims, demands and damages made against The Organisers, its offices and/or representatives arising from any breach of its obligations to The Organisers or from any acts or omissions on the part of the entrant and/or those for whom it is so responsible.