



WORKSHOPS, ACTIVITIES + ENTERTAINMENT

2018 Site Application

"The best of the Midcoast in one location"

We are also inviting environmental, cultural and education displays, stalls, workshops and street performance acts to join us at the 2018 Lakeside Festival. Priority is interactive workshops featuring health, art, culture, creativity and environmental education. These workshops will be part of the Create & Grow Market at Lone Pine Memorial Park between 7:30am to 1:00pm or part of the Music festival at John Wright Park in Tuncurry between 12pm to 8:00pm Saturday 3rd November 2018. Art focused workshops held at Tuncurry Memorial Hall in the Art Prize Exhibition Sat and Sun from 9am.

For full event details please visit: www.lakesidefestival.com.au

Please read the Terms & Condition before completing the form (retain a copy for your records)

Fields marked with * are required

Business Name			
First Name *		Last Name *	
Email *			
Please provide 2 mobile phone numbers for the day of the event *	Name:	Name:	
	Mobile:	Mobile:	
Postal Address *			
Website/ Facebook			
List ways you will promote/ market Lakeside Festival*			

Category*	<input type="checkbox"/> Workshop	<input type="checkbox"/> Activity	<input type="checkbox"/> Ride	<input type="checkbox"/> Entertainment/ Performance Act
Type * Please select which option(s) best describes your proposed Workshop/Activity/Entertainment.	<input type="checkbox"/> Amusement Ride <input type="checkbox"/> Arts / Crafts <input type="checkbox"/> Busking <input type="checkbox"/> Cooking <input type="checkbox"/> Community <input type="checkbox"/> Cultural <input type="checkbox"/> Environmental <input type="checkbox"/> Educational <input type="checkbox"/> Fitness <input type="checkbox"/> Health <input type="checkbox"/> Music <input type="checkbox"/> Spiritual <input type="checkbox"/> Visual <input type="checkbox"/> Other: _____			
Description * Please provide a summary description. This will be used in online promotions if your application is successful.				
Title *				

Please Note: All equipment, structures, ropes and weights are to be provided by you.

Vendors must be prepared for WINDY conditions and supply appropriate weights and pegs for their stall

Do you require Water?* <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you need access to a tap? * <input type="checkbox"/> Yes <input type="checkbox"/> No	Or are you using* <input type="checkbox"/> tanks <input type="checkbox"/> tubs?	Do you require sullage disposal?* <input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Site fee payments will be invoiced upon notification of acceptance of your application and must be paid prior to the event. While all consideration will be taken regarding the needs of the vendors in some areas we are limited by what is available onsite and by Workplace Health & Safety regulations.</p>			
Infrastructure* Please list any proposed types of infrastructure, large furniture, installations used.			
Names and Roles* Please provide a list of all people involved and their roles. 2 Passes will be issued. Extras need prior approval.			
Please select the day(s) you are available to present *	<input type="checkbox"/> Saturday 3 rd Nov <input type="checkbox"/> Sunday 4 th Nov (Art Prize Exhibition - Selected Art & Craft workshops only) <input type="checkbox"/> Other date (Prior to Festival)		
Required Setup Time *		Required Pack down Time*	
Any comments / questions / suggestions / preferred times?			
Please attach up to 4 Photo's *	Please upload up to 4 photos of your Workshop. This will be used in online promotion if your application is successful. Priority will be given to those within the 100-mile radius of Forster – Tuncurry NSW		
Workplace Health & Safety* Are there any safety risks to the public, yourself or possible damage to the venue that we should be aware of? how are you going to address those hazards?			
<p>YOU MUST HAVE PUBLIC LIABILITY INSURANCE & IF Working directly with Kids a WORKING WITH CHILDREN CHECK will also need to be supplied. Apply here if you do not have one: https://www.service.nsw.gov.au/transaction/apply-working-children-check Please attach a copy of Certificate of Currency of your insurance policy and WWCC. Applications will <u>not</u> be considered if you do not have either.</p>			

BUSKERS APPLICATION

Busking will only be allowed at the Create and Grow Market Sat 8am to 1pm you MUST complete our Lakeside Festival Workshop, Activities + Entertainment Application Form and register with council.

GUIDELINES

- Will there enough room for people to pass, especially if pushing a pram or in a wheel chair?
- Agree not to create a public nuisance. Public nuisance can include creating a threat to public safety, excessive noise or approaching the public for money or begging (voluntary donations are acceptable).
- Only busk between the hours of 10am and 1pm
- Give us at least 2 weeks' notice prior to your performance to council and to Lakeside Festival.

INSURANCE

- Buskers should ideally have valid Public Liability Insurance to cover themselves and members of the public should any incidents arise. If you do not have liability insurance and wish to busk, you may be covered under Councils' Public Liability Insurance **provided you do not undertake activities involving any of the following:**
- Knives or swords (including theatrical knives and swords)
 - Any activity involving the use of fire
 - Bicycles and similar items
 - Animals in any capacity, whether in an active or passive form

Terms and conditions

- All prospective vendors must complete a Lakeside Festival Workshop, Activities + Entertainment Application Form"
- All applications will be considered but priority is given to our local regions
- All applicants must provide a copy of their **Public Liability Insurance Certificate of Currency and Working with children check (if applicable)**
- Successful applications will be notified as soon as practical after decision has been made
- The Lakeside Festival Committee reserves the right to refuse any application
- All sites in this section of the festival must come under the category of Workshops, Activities & Entertainment.

AT THE EVENT Setup time at Market 6.00am onwards – trading hours 8.00am start to 1pm. Music Festival 10am onwards – trading 12pm to 6pm

- The conditions of entry for the event apply to both patrons and vendors and you will be supplied with a full list of site rules when notified of acceptance to display
- **No vehicles will be allowed on grass sites**

During the event, participants must ensure that:

- No obstructions are to be placed in access or exit areas

The following acts are not considered as buskers and will not be covered by Council's insurance policy

- Balloon sculptors
- Tarot card/palm/fortune readers
- Aerosol artists
- Masseurs

Buskers should contact Council on 6591 7222 prior to submitting your registration form. Council will talk you through the process of typing up a document stating that you will not be undertaking high risk activities. This document can then be uploaded on the registration form in place of your liability insurance documents.



Register with Council here

<http://www.midcoast.nsw.gov.au/Business/Vibrant-Spaces/Register-now>

- All garbage from their stall is bagged up and removed properly from the premises
- Use of Council garbage bins on the footpath **is not permitted**
- All tents/ umbrellas and display stands are to be secured to the ground or weighted to minimize hazards.
- **The Lakeside Festival Inc is not responsible for any damage, injury, loss or theft as a result, either by direct or indirect participation in the Lakeside festival.**
- **If you have food products it is a must to fill out Midcoast Council Temporary food stall form and email to katemajor@midcoast.nsw.gov.au**

Statement of indemnity

I _____
 (Insert name)

of

 (Insert business name or address)

Hereby agree to indemnify and keep indemnified the MidCoast Council, its servants, agents, and Lakeside Festival Incorporated from and against all actions, claims, charges, expenses whatsoever, which may have brought or made against them arising out of or in connection with the activity, except to the extent that MidCoast Council, its servants, agents and Lakeside Festival Incorporated contributed to the loss or liability.

*I understand that there are no refunds on cancellation after payment has been accepted.

Signed _____

Dated ____/____/____

Please print and post or email this application along with any required attachments to:

Email: lakesidefestivalnsw@gmail.com

Or post to: Lakeside Festival Inc.
PO BOX 4220
Forster NSW 2428



Lakeside Festival Office use ONLY	
Form Received	
All questions answered	
Insurance attached	
Accepted and invoiced	
Site Fee Paid	
Access passes sent	

Check List

Please ensure the following is attached to your application prior to sending and all fields are filled in marked with and Asterix *.

- Attached up to 4 photo's**
- Attached copy of Public Liability Insurance (If applicable)**
- Attached Working with children check (If applicable)**
- Applied for a Council Temporary Food Stall (If applicable)**
- Applied for Busking Licence (If applicable)**
- Any extra paperwork to support your application.**

COMMITTEE NOTES:

