

# EVENT REGISTRATION / APPLICATION FORM

BIGGAR LITTLE FESTIVAL  
THURSDAY 19th TO SUNDAY 29th OCTOBER 2023

## To All Event Organisers

BLF welcomes all returning and new event organisers.  
This form covers all performance events including music, theatre, film, literary events, children's events, and workshops.

For Art Trail or Craft Fair please see Art Trail or Craft Trail Applications.  
Please read Terms and Conditions below before completing this registration.

### EVENT REGISTRATION/ APPLICATION.

<b>Event Organiser: Essential Contact Information for BLF:</b> <i>The following information is essential for administration and will not appear in the Festival Program.</i>	
Name: Name of Group/Company:  Address:  Tel: Email:	
<b>Name of account (holder):</b> <i>(For ticketing payments)</i> <b>Account details:</b> <b>Sort Code:</b>	
<b>Event Information:</b> <i>(For publication)</i>  Name of your event:  Name of Artist/Performer/Group  Category: <i>(Eg. Music, theatre, literature, children's event)</i>  Date:  Time: <i>(Start/finish)</i>  Venue: <i>Is your venue booked? Yes/No:</i>	

**Event Description:**

*Approx 80 words*

*(Type of event, mood, style, star performers)*

*BLF reserve the right to edit event descriptions.*

**Photos attached: Yes/No/To follow:**

*Please send at least one square cropped photo for event listings*

*Supplementary photos may be used for press or Social Media*

**Ticketing – BLF**

*BLF recommends ticketing through the central Biggar Little Festival website and Box Office for most events other than for those with their own established ticketing websites or outlets.*

Published ticket prices will include the £1 online box office fee.

(Eg. An event published at £16 in the program will include the £1 booking fee so the net organisers ticket price would be £15.)

Price:

Concessions:

Age Appropriate:

Payment by bank transfer to 'Biggar Little Festival' using account no 00732399, sort code 83-16-11 quoting your name as reference.

Or by cheque payable to 'Biggar Little Festival' should be sent to Stephanie Whatley, 98 High Street, Biggar ML12 6DH,

**Payment must be received along with this registration form by 31<sup>st</sup> March 2023.**

Please e-mail your completed form and images to Stephanie Whatley at [stephanie@biggarlittlefestival.com](mailto:stephanie@biggarlittlefestival.com)  
(Any questions please contact Stephanie through email or call 07563343216.)

Thank you for completing your registration/application form for Biggar little Festival 2023.  
**By submitting this form I am confirming that I have read and accept the Terms and Conditions for participating in the 2023 Biggar Little Festival.**

**Completed by:**

**Date:**

## TERMS AND CONDITIONS

**Please note the festival committee reserves the right not to register an event which they consider to be inappropriate or outside of the scope of the festival.**

### **Listing fee**

In an effort to standardise fees Biggar Little Festival has introduced a £25 listing fee for publicity for all events, this will include extended on-line promotion. For BLF ticketed events, there is no further charge for multiple listings from one event organiser. The registration fee should be paid either by cheque payable to 'Biggar Little Festival' or by electronic bank transfer to BLF account number 00732399, sort code 83 16 11. Where tickets are being produced and sold by BLF there will also be a fee of 5% of the total ticket sales deducted by BLF. This sum shall be deducted from the amount owed to the event organiser at the end of the festival.

Event organisers are free to opt out of BLF box office facilities and sell their tickets through their own channels. Non BLF tickets events will have a registration fee of £25 per event, capped at a maximum of £50 for multiple listings. The fee is non-refundable if a cancellation is made after information has been sent to the designer of the program.

### **Deadline for Registrations**

The deadline for registering your event for this year's Biggar Little Festival is **Monday 31st March 2023**. If your event is not yet finalised, please ensure that your Registration Form is returned before the deadline with as much detail as you can provide in draft to ensure inclusion in planning and program.

### **Dates and times**

The Festival runs from **Thursday 19th to Sunday 29th October 2023**. Events registered should be within this timeframe. Additional events outside this timeframe may be considered under exceptional circumstances and will be assessed on a case to case basis. If you are able to have some flexibility about when your event can take place, e.g. early evening, this will help the Committee to coordinate a program which will give audiences a good chance to attend a range of activities and performances.

### **Publicity**

Details of all registered Festival events will be included in the printed Festival Program, on the Festival website and on BLF Social media.

Individuals and groups organising events are also responsible for publicising their own event. For events run as part of the Festival Program, the BLF logo should be included in all publicity. We can provide you with a copy of the logo if you need one. Please note the BLF logo should not be altered in any way without the express permission of the festival committee.

BLF Committee will run a central publicity and information point during the Festival which will include copies of posters, fliers etc provided by individuals and groups organising their own events. Individual and groups are responsible for distributing their own publicity to any other local outlets. BLF Committee will also include general Festival publicity in various events listings (press, listings magazines, social media and relevant websites).

Please contact the Biggar Little Festival Committee if you need any information or advice on publicising your event.

### **Venues**

Individuals and groups organising events to run as part of the Festival are responsible for booking the venue and meeting all costs relating to the booking. BLF may be help with venue selection, on request. (Some contacts for local venues can be found at the end of this document)

### **Tickets/prices**

The £1 booking fee charged on tickets purchased online and at the BLF Box Office will be included in the published ticket price. If you have chosen for BLF to sell tickets for your event, you will notice an additional £1 will be added to the price quoted on your registration form. BLF will make it clear in the program and in publicity that the ticket price has incorporated the booking fee and no further fees will be added to this sum.

Event organisers producing their own tickets are encouraged to have tickets available for sale (or bookable) from August,

### **Advertising Materials**

Please send 2-3 photos/good quality jpegs, which could be used to promote your event in the printed program and/or online. Square cropped photos are preferable. Please ensure that you have the permission of anyone appearing in the photo.

### **Public Liability Insurance**

BLF is managed by a group of volunteer Trustees, as such we cannot provide Public Liability Insurance cover for any loss or damage for persons or property incurred by event organisers..

We strongly advise you to check with your host venue or your own insurance if using your home/business premises, to establish what insurance is provided and buy additional cover if required. BLF cannot be held responsible for any equipment, art work or persons loss, damage or injury as a result of a BLF performance, exhibition or event.

### **Financial Loss**

BLF cannot cover any financial loss incurred by an event organiser or host venue as the result of participation in the festival. BLF strongly recommends that event organisers consider seeking sponsorship/funding for their event if they feel there is a risk of financial loss.

### **Health and Safety**

Organisations and individuals organising events are responsible for ensuring that they meet Health and Safety requirements for their event(s) and need to be sure that they have thought about all possible risks and how to deal with them.

### **The Protection of Vulnerable Groups**

Scottish Legislation covers the requirement for people undertaking regulated work with children or protected adults to become a member of the PVG (Protecting Vulnerable Groups) Scheme. Further information about the scheme and membership of it, is available from Disclosure Scotland on its web site at <https://www.disclosureScotland.co.uk/> or by phone at: 0870 609 6006.

Event organisers working with vulnerable groups will have full responsibility for ensuring that they comply with the requirements of the PVG scheme and if applicable hold the necessary disclosure certificate at the time of their event. BLF strongly recommends that anyone considering organising an event which may involve vulnerable groups consider the terms and implications of the PVG scheme, details of which can be found on the above website.

### **Public Entertainment Licences**

Individuals and groups organising and running their own events as part of the Festival are responsible for obtaining a public entertainment licence where appropriate. You are advised to check with the venue which you are using whether or not such a licence will be required. Please make sure you or the venue also hold a Music Licence if this is required.

### **Cancellation of Registration/ Application**

The fee is non-refundable if a cancellation is made after information has been sent to the designer of the program.

### **General information and advice**

Please speak to a member of BLF Committee in the first instance if you or your group need any information on organising and running your Festival event. If we are not able to answer your question or assist directly ourselves, we will try and put you in touch with someone who can.

Thank you for your co-operation – we're looking forward to your involvement in Biggar Little Festival 2023.

## SOME USEFUL CONTACTS

Venues:	Contact:	Email:	Phone number:
Municipal Hall	Pauline Fyvie Halls and Schools Booking Team South Lanarkshire Leisure & Culture Ltd	Pauline.fyvie@southlanarkshireleisure.co.uk	01698 476247
Corn Exchange	Malcolm Muir	Malcolm.Muir@biggarcornexchange.org.uk	07531 027900
St Mary's Hall	Derek Myers	biggarkirk.stmarys@gmail.com	07519 424093
Gillespie Center	Lynn McSpadden	gcbiggarr@outlook.com	01899 220994
Loaningdale	James Cameron	Loaningdale@gmail.com	01899 221526
Arcadia Music Cafe	Kieron O'Neill	info@arcadiamusicshop.co.uk	01899 229152
Legion Hall	Alison Somerville	Somies50@gmail.com	01899 221043
The Cross Keys 1-3 High Street Biggar ML12 6DA	George Stewart	george-maureen@hotmail.com	01899 220176 07711 316652

Venues near Biggar:	Contact:	Email:	Phone number:
Shieldhill Castle Shieldhill Road Quothqan Biggar ML12 6NA	Jane Frame	jane@stellaruk.co.uk	07767710806
Cormiston Farm Cormiston Road Biggar ML12 6NS	Richard Philipps	info@cormistonfarm.com	07917 660377