



CultureFest 2016

Saturday 16th July - 12.00pm till 4.00pm
St Bartholomew's School, Newbury, RG14 6JP

CultureFest is our flagship event, a one-day celebration of cultural diversity, heritage and community achievement. It will feature a showcase of music, dance, food, arts & crafts, workshops, stalls and displays.

CultureFest is presented by All2gether (Minority Ethnic Forum) and supported by: **Greenham Common Trust, St Bartholomew's School, and the local charity and community sector.**

The main stage and performance area will be in the School hall. There will be designated areas and zones for dance and music workshops, and world therapies. Trade stalls and craft activities will be placed in the hall, breakout space, atrium and central hub. Some games and BBQs will be in the outside areas. Further details including access, loading and parking will be sent to out to confirmed stalls, nearer the time of the event.

We are a non-profit making Community Interest Company, and are able to organise such events with the support of our sponsors. We therefore require all trade stallholders (excluding charities) to make a contribution of £30 for a one 6ft table.

Preferred payment option is bank transfer; please use your name followed by CultureFest as the reference:

HSBC - 6 Northbrook Street, Newbury, Berkshire, RG14 1DJ

Acc no **21765159** Sort Code **40-34-12** Acc name: **West Berkshire Minority Ethnic Forum**

Cheques should be made payable to: **West Berkshire Minority Ethnic Forum**

Please print and complete the booking form and supporting documents **by post** to reach the office on **Wednesday 20th April**

CultureFest 2016
24 Liberty House
Greenham Business Park
Thatcham
RG19 6HW

If we do not receive your confirmed booking/payment by the above date, we cannot guarantee a space for you at the event; apply early to avoid disappointment.

In the meantime if you have any queries about your participation (e.g. insurance, liability, risk assessment, food demos, performance, workshop, trading etc at CultureFest 2016 please contact:

Waheeda Soomro

Email: waheeda@all2gether.org.uk

Mobile: 07900 218618

Booking Form

PLEASE COMPLETE CLEARLY

Complete the sections that are relevant to you and send to the above address along with a copy of required certificates and paperwork.

Please remember to sign the Indemnity Disclaimer.

Please confirm your participation at the event (more than one may apply):

Trade stall Charity stall Arts & crafts activity
Information Stand Food stall Other

Performance: Yes/no

Public participation workshop: Yes/no

Contact Details:

Name: _____

Organisation: _____

Address: _____

Postcode: _____

Mobile Phone Number: _____

Landline: _____

Email: _____

Website: _____

Contact name & number on the day of the event:

Trading Details

Insurance Company: _____

Policy Number: _____ Valid Until Date: _____

Products for sale

Please list your merchandise/food and approximate prices (attach a separate paper if needed).
NO DRINKS please as we have a refreshments stall (no sale of alcohol at this event)

How will you be preparing/transporting/serving food?

Please use this area to write a risk assessment for (details of potential risks – how will you keep public safe from potential risk or harm?) – Attach a separate paper if needed

Will you be doing any food demonstrations or making fresh food at the event?

Please provide details of your demo and the equipment being used, remember your electrical items need to be PAT tested.

Art & craft Workshop Details

FREE/CHARGEABLE (what will you charge public?)

Please attach a copy of the risk assessment for your workshop (details of potential risks)

What activities are you providing?

Information Stand

You are required to also bring an activity to your stand, it is not enough to just have brochures and leaflets – you need to engage with public (e.g. face painting, lucky dip, games...)
Please attach a copy of the risk assessment for your side stall (details of potential risks)

Electrical requirements for your stall

Do you need power supply yes/no

Please ensure your electrical equipment is PAT tested.
(Contact Waheeda if you need to discuss this)

IMPORTANT NOTE: You will be given access to one power supply, so you need to bring your own cables/extensions/adaptors. You must ensure items you bring into the venue are safe and fit for purpose.

If yes please give details of activity/equipment/space required

Performances/audience participation workshops

Each performance is allocated 15 minutes stage time unless otherwise agreed. We will allocate performance time unless you have specified a set time; a schedule will be sent out to you in due course.

Please provide a copy of your Public Liability/Indemnity Insurance

Please ensure you have your **music on CD** on the day.

Details about your performance

How many performers will be on stage? Do you need a microphone/how many?

Any other needs for your stage performance?

Workshop/audience participation (if providing)

Please give details of what you will be offering the public:

Please attach a copy of the risk assessment for your workshop (details of potential risks)

What do you need from the workshop space/venue?

Please add any further details that have not already been covered:

Indemnity Disclaimer – CultureFest 2016

1. I/we acknowledge that the WBMEF accepts no responsibility for any loss or damage to property, personal injury or death sustained by volunteers or performers during the CultureFest event including setting up, presentation and dismantling.
2. I/we agree that no equipment will be used by me/us during the period of the event that is unsafe or unsuitable for use. That all equipment used by me/us during the period of the event will be operated only by a person or persons suitably qualified to use the equipment and will comply with all relevant Health and Safety regulations.
3. All equipment I/we may supply and/or use during the event shall be fit for the purpose to which it is put and that it shall be in good condition.
4. I/we shall indemnify WBMEF against all claims, costs, demands, expenses, actions or liabilities howsoever caused arising from taking part in CultureFest unless agreed with the WBMEF prior to the date of the event.
5. I/we have public liability insurance

Declaration

I/we agree that I/we have read, understood and shall observe and fulfill all the above clauses.

Signed:

Date:

Print Name:

On behalf of:(organisation)

Please ensure you enclose copies of the following where relevant:	
Public Liability Insurance	
Indemnity Cover	
Food Hygiene Certificate	
Risk Assessment	
Signed WBMEF indemnity disclaimer	

Please return the booking form and supporting documents by **Wednesday 20th April**; either by email or post to our offices. If we do not receive your confirmed booking/payment by the above date you will not be guaranteed a space at the event.

waheeda@all2gether.org.uk

07900218618

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