



Worcester Festival Registration form

To register an event, please return this form by the last working day in April.

Events cannot be included in the Festival Programme or tickets put on sale without this form

1. Your Details

Event contact name

Telephone Number

Telephone number for public

Email

Promoter's address

To whom should we make the settlement cheque payable

2. Event Information

The information you give in this section of the form will appear in the Festival programme

Name of the event

Date

Start time

Approximate end time

Venue

Venue Capacity

Ticket Price

Concession price

Children free No
 Yes, under 16 and accompanied

Interval Yes
 No

Refreshments Yes, paying bar
 Yes, included in ticket price
 None available

Give a brief description of the event. This is your chance to sell the event – remember not everyone will be as familiar as you with the type of event, performers, content etc so write assuming they know nothing. Maximum 40 words. (Worcester Festival Ltd reserves the right to edit this content)

Further information :

Is there anything else you can tell us about the event that might help us market and sell it? If there is extra space in the brochure we may include some or all of the information you provide here.

3. Pictures

Pictures of your event will help us to publicise it. Please supply pictures on disk or by email (to info@worcesterlive.co.uk) at 300dpi resolution in TIFF or JPEG format.

4. Other issues

Is there anything else the public should be aware of?

- Strong Language
- Adult content
- Suitable for children
- Violence
- Religious content
- Political content

In order that the Festival can be enjoyed by all its patrons, promoters, sponsors and artists, Worcester Festival Limited required you to take full responsibility for Public Liability insurance (min £5m cover) plus any relevant Risk Assessments

Please note that an event cannot be cancelled without consultation with the Festival Director

Please note that the Festival logo must be included on all your publicity, including programmes. Download the logo at <http://www.worcesterfestival.co.uk/downloads>

Please note that by submitting this form you are agreeing to the [Worcester Festival terms and conditions](#).

5. Venue Information

Please complete this form to give us more information about your venue. The purpose of this request is so that we can provide information to customers who buy tickets for events being staged at your venue about the facilities that you offer. Apart from the contact details at the bottom of this sheet, all details given on this part of the form may be made freely available to the public.

Name of venue: Tel (if avail):

Address:

..... Postcode

Does the venue offer any catering facilities? If yes, please give brief details:

.....

Does the venue have toilets on site? Yes No

If no, are there alternative facilities nearby? Please give details:

.....

Does the venue have an Accessible (disabled) toilet? Yes No

In order to access all facilities, do any stairs or steps have to be negotiated?

- | | |
|------------------------------|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> Steps to all facilities. Roughly how many steps? |
| | <input type="checkbox"/> Steps to auditorium/viewing area/exhibition space |
| | <input type="checkbox"/> Steps to catering/bar facility |
| | <input type="checkbox"/> Steps to toilets |
| | <input type="checkbox"/> Other (please state): |
| <input type="checkbox"/> No | <input type="checkbox"/> All facilities are available on the ground floor |
| | <input type="checkbox"/> A lift is provided to all levels |
| | <input type="checkbox"/> All steps are ramped |
| | <input type="checkbox"/> Other (please state): |

Can your performance/exhibition space accommodate wheelchairs? If so, is advance notice required? Yes, with advance notice Yes, advance notice not required No

Do you have facilities to assist the hard of hearing?

Loop system (switch to position 'T')

Infra red system – how does loan of headsets work?

.....

Other:

.....

Please include here any other access/facility information relevant to your venue:

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Please provide a contact name and phone number in case we have any further queries about your venue. This detail will not be given out to the public.

Contact name: Telephone:

Please return by post to: C Jaeger, Festival Director, The Swan Theatre, The Moors, Worcester WR1 3ED