



Leytonstone Festival

The Best Little Festival

Artist / Event proposal form Sunday 1st – Sunday 8th September 2019

Please complete this form with your event information. We will use this to promote your event across social media and in the Festival programme. You can fill the form in electronically and email it to: enquiries@leytonstonefestival.org.uk

Alternatively you can print it or handwrite it and return it to:

Jude Leighton 23 Maple Road, Leytonstone, London E11 1NB.
Please write in BLOCK CAPITALS and BLACK PEN when completing.

Important information – Arranging your event

We ask that you the artists contact and organise your event with the venue. However, we are more than happy to advise or discuss appropriate venues. Please email or message us on Facebook to ask for suggestions. Alternatively, call Angela Struthers (Chair Person) 07908 191 768 for ideas about venues which may be suitable for you. Often just popping into the venue and asking is the best way. Just let them know that you wish to perform for the **Leytonstone Festival**. We have contacted all the venues listed and they expecting to be contacted directly by applicants. If you identify a venue not listed, it must be located in the E11 postcode to qualify for inclusion in the Festival.

Please bear in mind that we are a charitable, community group and our funds are very limited. Please consider this when deciding on the event you wish to arrange.

Please read the **Terms and conditions** at the bottom of this form.

Deadline for submissions is **Midnight Sunday 23rd June**

| 1. Contact Details | |
|---------------------------|--|
| Name | |
| Address | |
| Telephone Number | |
| Email Address | |

2a. Name of event or performance

This is the title which will be used in the Festival Programme

2b. Website/Facebook address

This is for the Festival Programme

3a. Description of event or performance. (Dance, Drama, Music, Poetry, Art etc, etc....)

3b How would you like to describe your event in the festival programme? (Maximum 100 words) Please provide as much detail as possible – we may not know anything about you, sell it to us and your audience. If possible please attach a jpg file photo with your application.

4. Suggested Host Venues

| Venue | Contact details |
|---|---|
| The Wanstead Tap Dan | thewansteadtap@hotmail.co.uk |
| St John's Church Rev David Britton | rev.britton@gmail.com |
| The Birds Rich | dickie@thebirds.pub 07955811825 |
| The North Star Kevin | kevinverren1@gmail.com 07747010013 |
| The Alfred Hitchcock Hotel Maggie | enquiries@thehitchcockhotel.com 020 8530 3724 |
| St Andrew's Church | Valerie Vivier 07540 586949 Jude Leighton 07887537901 |
| United Free Church Fiona Buddell | reception@leytonstoneunitedfree.co.uk 0208 518 7725 |
| Leytonstone Ex Servicemen's Club Sharon | sharoncrowe48@hotmail.com 0208 539 2954 |
| The Plough & Harrow 'Spoon' - Events Manager | info@ploughE11.co.uk 07952296603 |
| The Bell Paul | Pauleagle6@hotmail.co.uk 0784003751 |
| Stone Pizzeria The Star of India | Eden pizza@stonepizzeria.co.uk 0203 9358316 Shah or the manager shah@starofindiauk.com 0208 989 4028 |
| O'Neill's Barry | barry08@hotmail.co.uk 07788671949 |
| The Olive | info@theolivelondon.co.uk 0208 539 6664 |
| Northcote Tuesday Roberts | roberts.tuesday@yahoo.com 020 8518 7516 |
| The Birkbeck Jackie | jacquelinesimpson1964@gmail.com 0208 539 2584 |
| Leytonstone Tavern Hannah | hannah@leytonstonetavern.com 020 3972 1146 |
| The Heathcote & Star Saul or Sarah (Heathcote Manager) | saul@electricstarpubs.co.uk |
| Other: Please specify | |

Festival Dates

| Date | Event start and end time |
|-------------------------------|--------------------------|
| Sun 1 st September | |
| Mon 2 nd Sept | |
| Tues 3 rd Sept | |
| Weds 4 th Sept | |
| Thurs 5 th Sept | |
| Fri 6 th Sept | |
| Sat 7 th Sept | |
| Sun 8 th September | |

6. Request for any financial support from Leytonstone Festival

Please specify how much financial support (**if any**) you would like for your event. Provide an explanation of these costs. Please remember we are a community festival organised entirely by volunteers. We raise funds from sponsors and advertising. The sum we raise is very limited, please consider this when applying.

Check with the venue where you are putting your event on, you may be able to charge an entrance fee. You would need to negotiate that with the venue and advise accordingly.

| Type | Amount in £ | Explanation |
|---------------------------------|-------------|-------------|
| Artist Fees | | |
| Any other costs / materials etc | | |

Finally PLEASE complete the following details about your event

| Date of event | Booked Venue | Event Times | Entry Fee (if any) |
|---------------|--------------|-------------|--------------------|
| | | | |
| | | | |

Waltham Forest - London Borough of Culture 2019

Leytonstone Festival has negotiated with the **My Local Culture** Team for all Festival events to be listed on their web site. Kindly login here: wfculture19.co.uk/mylocalculture register and complete the on-line application. Please clearly state that your event is part of the **Leytonstone Festival**

You may e-mail the Team: wfculture@walthamforest.gov.uk with any concerns



Terms and conditions

1. We do not accept proposals that are solely intended to promote religious or political viewpoints .
2. Incomplete or late forms **will not** be considered
3. If your proposal is accepted you will be informed as soon as possible. We would ask that you help promote your event and the Festival. Use posters, Facebook, Twitter etc. We can provide you with the Festival logo, please ask us. During your event, please announce that your performance is part of the Leytonstone Festival programme
4. We pay artists and performers, **we do not pay venues**. We rely upon a small amount of funding so, please bear this in mind when applying. Please be realistic in your request for payment, we will usually pay for reasonable expenses. **You will need to submit an invoice following your event for payment. We will check with the venue that the event took place prior to payment.**
5. Media submitted to the Leytonstone Festival may be used for promotion of the Festival, including events and activities forming part of the Festival. Submission of any media implies you are able and willing to agree to such licensing.
6. Leytonstone Festival does not take any responsibilities for any unforeseen cancellation or any losses that arise from late cancellation. We would ask that you give as much notice as possible so we can update social media with any changes
7. Leytonstone Festival does not provide any equipment



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