

# Leytonstone Festival

## The Best Little Festival

**Artist / Event proposal form**

**6th – 15th July 2018**

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 artist 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 in the venue just 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.

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

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

Deadline for submissions is **Midnight Saturday 31st March 2018**

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

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| **2a. Name of event or performance**This is the title which will be used in the Festival Programme |
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| **2b. Website address**This is for the Festival Programme |
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| **3a. Description of event or performance. (Dance, Drama, Music, Poetry, Art etc, etc....)** |
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| **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 photo with your application. |
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| **3c. jpg image file of performer - This is for the Festival Programme & Facebook. Please attached to the e-mail when returning this form.** |

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| **4. Suggested venues to contact** |
| **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 Michael  | 0208 539 8802 |
| The Star of India | Shah or the manager 0208 989 4028 |
| O’Neill’s Barry  | **barry08@hotmail.co.uk**07788671949 |
| The Olive | 0208 539 6664 |
| Northcote Tuesday Roberts  | **roberts.tuesday@yahoo.com**020 8518 7516  |
| The Birkbeck Jackie  |  0208 539 2584 |

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| The Heathcote & StarSaul Sarah (Heathcote Manager)  | **saul@electricstarpubs.co.uk** |

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| **Other: Please specify** |  |

**Festival Dates**

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| **Date** | **Event start and end time** |
| Fri 6th July |  |
| Sat 7th July  |  |
| Sun 8th July |  |
| Mon 9th July |  |
| Tues 10th July |  |
| Weds 11th July |  |
| Thurs 12th July |  |
| Fri 13th July |  |
| Sat 14th July |  |
| Sun 15th July |  |

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| **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 WF council, other 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 let us know. |
| **Type** | **Amount in £** | **Explanation** |
| Artist Fees |  |  |
| Any other costs / materials etc |  |  |

**Finally PLEASE complete the following details about your event**

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| --- | --- | --- | --- |
| **Date of event** | **Booked Venue** | **Event Times** | **Entry Fee (if any)** |
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# Leytonstone Festival

##  The Best Little Festival

 **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 and we would ask that you help promote your event and our festival. Use posters, Facebook, Twitter etc. We can provide you with the festival logo, please ask. During your event, please announce that the event is part of the Leytonstone Festival programme.
4. We pay artists and performers, **we do not pay venues.** Payment may take time as we rely upon a small amount of funding which mostly comes from local council, it can take time for us to receive this money, we have no access to any funds other than our limited funding which means that it can take some time for us to be able to pay you, this we apologise for in advance, but 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. Leytonstone Festival has the rights to any performance and events.
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 as soon as possible with any changes.
7. Leytonstone Festival does not provide any equipment.