



LEYTONSTONE
FESTIVAL

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**

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 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 photo with your application.

3c. jpg image file of performer - This is for the Festival Programme & Facebook. Please attached to the e-mail when returning this form.

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
The Heathcote & Star Saul Sarah (Heathcote Manager)	saul@electricstarpubs.co.uk
Other: Please specify	

Festival Dates

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

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

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



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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.