



ENTERTAINERS GUIDE AND REGISTRATION FORM

Thank you for your interest in performing at our Fete.
Please read and complete this form, then return it to Emily Gurr.
Confirmation of this registration and your performance time will be sent to you shortly.

EVENT DETAILS

VENUE	Sacred Heart Primary School, 35 Wicklow Ave, Croydon
DATE	Saturday 9th November 2019
FETE TIME	10am-4pm
SET UP TIME	7.30am-9am (all stalls to be ready by 9.15am)
PACK UP	4pm – 5pm

YOUR DETAILS

Performance group name	
Your business name	
Name of key contact person	
Mailing address	
Email	
Phone	
Description of performance for promotion and MC on the day	

REQUIREMENTS (PLEASE PROVIDE A RESPONSE IN EACH ROW HERE)

REQUIREMENT OPTIONS	YOUR BOOKING
Performance times are in 15 minute blocks. Does this suit you?	YES/NO IF NOT, WHY?
Which 15 minute block suits you between 10am and 4pm? (Aside from 10am, the first 15 minutes of each hour is not available)	WHAT TIME?
Green room space available	YES/NO Space required and why:
Chairs onstage	YES/NO How many required:

Music stands onstage	YES/NO How many required:
Instruments required onstage	YES/NO What is required?
Set up or pack down time required onstage	YES/NO How long required:
Do you need music played back? If yes please provide it on an ipod, ipad, iphone (on aeroplane mode) or cd. Note there is no wifi in the hall and terrible mobile phone reception.	YES/NO The format it will be provided in is:
Any other technical requirements?	YES/NO What is required?
Parking space required for 1 car (please note it will be top and tailed with stallholders cars and cant be accessed until 4pm)	YES/NO

Please READ AND SIGN the following terms and conditions.

Terms and Conditions

LOGO

Please email a high res version of your logo to sacredheartfete@gmail.com

FACEBOOK/WEBSITE/ONLINE

Unless otherwise requested your performance may be photographed and used to promote the Fete. By signing this form you provide us with permission to use your image in perpetuity. Places where your image could appear include but are not limited to: social media, Parish/School/Fete promotional material and the school website.

APPLICATION

The Fete Committee reserves the right to reject any application or change performance times at the last minute. All Entertainers must agree to abide by all Terms and conditions at all times.

EQUIPMENT

All entertainers are required to supply their own equipment. Some materials are available for free hire upon request.

CANCELLATIONS

All entertainers are required to provide notice of any potential risk to your ability to perform at our fete. Entertainers are requested to provide an alternative performance if you are unable to perform on the day.

PARKING

Temporary parking will be available on the drop off anchorage loop for entertainers to unload their equipment, which is right at the Fete entrance. Due to the school layout, it is not possible to drive cars close to the stage to unload equipment. However this can be arranged with adequate prior notice.

Once you have unloaded you will be required to remove your car from the unloading area. If your car cannot be then driven offsite (preferable) we will allocate one parking space per act to be parked top to tail in a stall holders parking bay until 4pm. Your car will be parked in and unable to be accessed until 4pm. Upon receipt of your application you will receive a parking notification to be displayed on the dashboard of your car. The Fete Committee will direct you on the day to the stall holder parking area.

You could also use our Fete shuttle bus that takes fete goers each half hour from a central location in Croydon to the drop off anchorage loop at the Fete entrance.

RUNNING ORDER

Entertainers are advised to arrive no less than 15 minutes before their performance time. Upon arrival please go to the hall and check in with the Fete committee member stage managing the performance area. They will be wearing a Fete high vis vest.

STORAGE OF YOUR BELONGINGS ONSITE

Performers can be provided with a safe place to store belongings during their performance. This is in a small area to the side of the stage, so please do not rely on this area for a lot of possessions. Performers must accept responsibility for all items stored at the Fete.

TOILETS

There is a private area to change clothes in the toilets to the left of the stage.

SEATING

We will have row seating at the front of the stage - around 100 seats. However, the rest of the hall area will be filled with round tables and chairs as this is the food hall. Fete goers eating and relaxing at the Fete will be watching in the hall. Around 2,000 people attend the Fete each year.

WASTE MANAGEMENT/STALL CLEAN UP

It is the entertainers responsibility to remove all waste/rubbish upon completion of the event.

ACCEPTANCE OF TERMS AND CONDITIONS

Please tick - I agree to the above terms and conditions of this application.

Name: _____

Signature: _____

Date: _____

RETURN THIS COMPLETED FORM TO:

CONTACT	Emily Gurr – Fete Coordinator
EMAIL	sacredheartfete@gmail.com
PHONE	0418 586 788
MAILING ADDRESS	PO Box 149, Croydon, VIC 3136
STREET ADDRESS	Sacred Heart Primary School, 35 Wicklow Ave, Croydon, VIC 3136

Thank you for your application.