



Leith Festival Association Ltd

1st floor, 17 Academy Street

Leith, EH6 7EE

email: office @leithfestival.com

Scottish Charity No: SC036496

Leith Festival Event Registration Form 2023

Leith Festival Gala day takes place on Leith Links on Saturday 10th June 2023. The main Event programme covers the period from the 10th June to 18th June 2023, however events the week prior and following can be mentioned.

If your event will repeat over several dates and times these can be included in a single listing and only one form is required. However, if you are running different events throughout the festival each event will require a separate registration to have it's own listing. Please contact the Leith Festival office if you need guidance.

Leith Festival will apply a fee of £40 or £15 (for free events) for each event registered. The registration fee is non-refundable. The fee must be paid in full by the deadline date (see Additional Information).

This fee gives you a guaranteed listing in the Leith Festival Programme (5k circulation full colour programme) and online at www.leithfestival.com. You will have your own Leith Festival Facebook event page (over 10k likes / 11608 followers) that you can share. Leith Festival also uses Twitter 9855 followers and Instagram, 2218 followers and growing. However, you will be ultimately responsible for promoting your own event.

Event Registration (please tick one)

£15: Registration fee for free / unticketed event

£40: Registration fee for ticketed event (i.e. you are charging an entry / ticket fee)

METHOD OF PAYMENT

CHEQUE: Payable to 'Leith Festival Association Ltd'

BACS: Leith Festival Assoc

sort code 80 02 71

acct no 00488748

(use EVENT/your organisation name as reference please)

About Your Event:

Organisation:

Website:

Facebook:

Event Venue:

Twitter:

Instagram / other:

Event Name:

Event Ticket Price (This will be your ticket price as you wish it to appear in the programme and online):

Event Link (if available - this will be used online, but will not be printed in the programme):

Event Description:

Print version (no more than 10 words):

Web version (up to 100 words):

Event Organiser:

This is the person responsible for organising your event whose name will appear in the programme. They are also the contact point with the Leith Festival.

Organiser's Full Name:

Organisation Name:

Position within the Organisation:

Organiser's Contact Number:

Organiser's Email:

Event Dates / Times:

Please advise the date(s) and time(s) your event will take place below. Please note multiple dates/times should only be entered if the same event will be repeated multiple times. If you are running different events throughout the festival each event will require a separate registration. If your event will repeat on the same date at different times (e.g a matinee and an evening show), please enter the first time on the correct date below and note additional times in the additional information section.

EVENT DATE	START TIME	FINISH TIME	ADDITIONAL INFORMATION
Saturday 3 rd June			
Sunday 4 th June			
Monday 5 th June			
Tuesday 6 th June			
Wednesday 7 th June			
Thursday 8 th June			
Friday 9 th June			
Saturday 10 th June			
Sunday 11 th June			
Monday 12 th June			
Tuesday 13 th June			
Wednesday 14 th June			
Thursday 15 th June			
Friday 16 th June			
Saturday 17 th June			
Sunday 18 th June			

Type of Event: (please select one or more of the following)

DANCE	MUSIC	THEATRE	COMEDY
TOURS	FAMILY	EXHIBITION	SPORT
FILM	COMPETITION	POETRY	STORYTELLING / SPOKEN WORD

Type of Audience: (please select one of the following)

ADULT FAMILY CHILDREN

Venue Details:

Venue Name:

Venue Address:

Venue Contact Phone:

Venue Website:

Venue Capacity:

*Venue Contact Name:

** This name is for Leith Festival purposes only and will only be used should Leith Festival need to contact your venue directly regarding any issues that may arise.*

Additional Information:

This registration form must be submitted to the Leith Festival office no later than 5pm on Friday 31st March 2023. Leith Festival reserves the right and has final say on any editorial to be printed in the 2023 programme.

DOES YOUR VENUE HAVE A PUBLIC ENTERTAINMENTS LICENCE OR THEATRE LICENCE?

If the answer is no, then you must ensure that you attain the correct licence(s) for your event. The attaining of the relevant licence(s) is your responsibility. Contact the City of Edinburgh Council for guidance about licencing:

<https://www.edinburgh.gov.uk/licences-permits>

WHAT IS A PUBLIC ENTERTAINMENT LICENCE?

A Public Entertainments Licence is required where you intend to have entertainment, such as a dance, concert, variety show or other entertainment to which members of the public are to be admitted and where some payment for admission is to be paid. If people must buy some article, e.g. a programme, then a Public Entertainments Licence is still required

WHAT IS A THEATRE LICENCE?

A Theatre Licence is required where it is intended to perform any play in public. It does not matter if the performance is free - a licence is still required. A "Play" is defined in the 1968 Theatres Act as "any dramatic piece, whether involving improvisation or not, which is given wholly or in part by one or more persons actually present

and performing and in which the whole or a major proportion of what is done by the person or persons performing, whether by way of speech, singing or action, involves the playing of a role” then a Theatre Licence is required for any premises or any place whether or not another type of licence is in force

TECHNICAL REQUIREMENTS

You must provide or make provisions for your own lighting and sound or other technical equipment. Leith Festival will not supply or rent on your behalf any lighting, sound or other equipment. If required, you must also arrange for door staff. Leith Festival will not supply any door staff on your behalf.

Each organiser or venue must make its own arrangements for the following:

Any equipment required for your event
All printing, distribution and sale of all tickets
Securing dates and agreeing the hire with your choice of venue
Marketing and poster campaign
All merchandising

Leith Festival will provide advice and assistance wherever possible.

MARKETING

Leith Festival is not responsible for promoting your event but will help wherever possible. On publication, you will be given a listing in the Leith Festival programme and on our website based on the information you have supplied.

We will also provide you with the Leith Festival 2023 logo to identify yourself as being part of the Festival in any of your advertising materials, posters/flyers.

EVENT FORM AGREEMENT

Please make sure you have read and understood this form in full and agree to its terms and conditions before signing.

Name:

Signature:

Date:

Please return to the Leith Festival office, *remembering to include promotional images / photos / logo:*

Email: office@leithfestival.com

Post: Leith Festival, 1st Floor 17 Academy Street, Leith, EH6 7EE