

## Wirksworth Festival Fringe Event – Terms and Conditions

Please ensure you have read and understood these Terms and Conditions before submitting your Fringe application.

### Permissions and Licences

1. All events put on as part of the Wirksworth Festival Fringe must have the appropriate permissions and licences. It is the legal responsibility of the Fringe event organiser to check what permissions and/or licences are required for copyright, entertainment, and/or alcohol purposes.

### Festival Ticketing Service and Policy

2. If the event organiser has opted to use the Festival Ticketing Service they must adhere to the following Festival Ticketing Policy:
  - i. After consideration of venue capacity and performers, the number of tickets for the event must be notified to the Festival Office for the printing of tickets BEFORE the end of June.
  - ii. The sale of Festival produced tickets will be managed by this service; the organiser MUST NOT produce and sell their own tickets to ensure fire safety capacity is not exceeded.
  - iii. Wirksworth Festival tickets are available to buy online via the Festival website and at the Festival Box Office at Traid Links.
  - iv. The Festival offers Early Bird tickets through the Box Office which is £2 off full price tickets. This is available until 5pm on 7 September 2018.
  - v. Concessions are available to recipients of Universal or Pension Credit and full-time students – a minimum of £3 off full price tickets\*.
  - vi. Under 18s – all tickets £5 or less\*.
  - vii. There will be no inclusive 'Family Tickets', every audience member (including babies) must have a physical ticket even if it is free.
  - viii. We offer a free ticket for an essential companion attending with a person requiring assistance in accessing events.

\*The Festival reserves the right to ask for ID of buyers of concessionary tickets.

### Ticket Sales - Festival Box Office

3. The Festival Box Office is operated through Traid Links, 20 Market Place, Wirksworth. Telephone 01629 824393. Opening hours are Monday – Saturday 9.30am – 5.30pm and Sunday 11.00am – 4.00pm during the summer holidays and Festival's three weekends.



4. Telephone bookings and credit card facilities are available through the Festival Box Office
5. Ticket Sales through the Festival Box Office and online will end 3 hours before the Fringe performance takes place.
6. Once the ticket selling period has ended, information on tickets sold will be available 2 hours before the performance from Traid Links. Organisers should contact Traid Links during opening hours to determine both Box Office and online ticket sales, and collect any unsold tickets for door ticket sales. If you are unable to collect the unsold tickets from Traid Links then please notify the Festival Office to make alternative arrangements.

#### **Ticket Sales – Online**

7. This service is available through the Festival website which directs customers to the relevant ticketing page provided by Ticketsource. Customers are able to print e-tickets from here.
8. Customers will be charged a booking fee by Ticketsource calculated from the total value of tickets purchased with credit card and debit card and PayPal options available. This fee is in addition to the ticket price.
9. On the day of the performance ticket sales information will be available from Traid Links. (See 6)

#### **Publicity**

10. The image supplied at application stage will be used on the Festival website and printed marketing material such as the brochure.
11. The Festival reserves the right to crop supplied images as necessary for the use in marketing material.
12. All Fringe events will be featured on the Festival website and in printed material such as the programme/brochure. The Festival will use a variety of marketing channels including social media, online and print advertising, PR and print to promote the Festival of which Fringe events will be included where applicable. However, it is the responsibility of the Fringe event organiser to promote their event as widely as possible to their own networks.
13. All those participating in the Fringe are asked, where possible, to promote the wider Festival to their own networks and contacts. Printed promotional materials are available to collect from the Festival office from the middle of July to help in this process. Online versions can also be



supplied.

14. All Fringe applicants will be sent a Promotion Pack which will include the Festival logo, marketing advice and tips.
15. It is the responsibility of the Fringe event organiser to produce posters and flyers for their event. Central poster boards will be set up in the town in the run up to the Festival where posters can be displayed along with any locations around town happy to take posters and flyers.
16. The production of the Festival marketing material and other marketing is dependent on the provision of information supplied during the online application process. The Festival accepts no liability for any errors or omissions in its advertising and promotional material in relation to supplied information.

#### **Insurance**

17. It is the responsibility of the Fringe event organiser to ensure they have adequate public liability insurance. The event venue may have cover but the event organiser must check.

#### **Event Management**

18. The event organiser is responsible for setting up and managing their event. This will include arranging technical support such as sound and lighting, if necessary.
19. On the day of the event ticket sales information and unsold tickets will be available from the Festival Box Office – see 5.
20. At the event, the organiser will need to ensure they are able to provide front of house to sell and take tickets.
21. The event organiser must also ensure there is a designated event manager to oversee and ensure the event is well-coordinated.

#### **Post-event Ticket Sales Disbursement**

For event organisers that have chosen the Festival Ticketing Service, the Festival will send notification of the number, details and value of ticket sales and the amount due to the organiser. The Festival then requires an invoice to be submitted to the Festival Office, The Maltings, Church Walk, Wirksworth DE4 4DP or by email to [admin@wirksworthfestival.co.uk](mailto:admin@wirksworthfestival.co.uk) so that payment can be made by bank transfer. Please ensure that any invoice includes your bank details. The Festival will complete disbursements up to 14 days after the Festival has finished.

