



# Art in the Park 2018

## Saturday 11<sup>th</sup> August

### 11am – 4pm

### Booking Form

Organisation/Artists Name:					
Contact Name:					
Full Address:		Tel: Mob: E-mail: Website:			
Contact Name if different on the day:					
Mobile Number if different on the day:					
Do you give permission for your contact details etc to be used in all forms of event publicity?					Yes/No
Please circle Art Form - Activity Musician/Singer - Performer - Visual Artist - Sculptor - Craft/Maker - Photographer - Poet Ecology Group - Charity - Community Group Stall holder - Other		Brief outline of proposed activity on the day			
Preferred time slot for performance/workshop	All day	11am-1pm	1pm-4pm	Other	N/A
Will you bringing a marquee/gazebo					Yes/No
Charities can attend free of charge		Charity Number:			
We are looking for hand crafted items and local produce. If you wish to sell the charge is <b>£20</b> per pitch. See below for payment options.			Bank Yes/No	Cheque No.	
Please attached a copy of your public liability insurance or state your policy number (read terms and conditions)		Yes/No Policy No.			
Please complete the attached risk assessment to cover your activity and area.					Yes/No
If you running a workshop please note you must have the relevant paperwork in place Child & Adult protection policies, CRBs etc. (these must be available if asked for)					Yes/No

Please read the attached terms and conditions and sign below to confirm your acceptance.

Signature

Date

Please return all your completed forms by email to:- [info@miltoncreek.co.uk](mailto:info@miltoncreek.co.uk)

Or post to:- Ryan Gevaux-Ross c/o Swale BC, Swale House, East St, Sittingbourne ME10 3H

- Include:
1. Booking form
  2. Risk assessment form
  3. Public liability form/number
  4. Monies where appropriate. Cheques made payable to: **Milton Creek Trust**  
Or payment direct to bank Acc No **28746112** Sort Code **60-19-25**

For further details about the event contact Milton Creek Trust - email [info@miltoncreek.co.uk](mailto:info@miltoncreek.co.uk)

By signing this form each participant shall indemnify Milton Creek Trust and SBC against all liabilities, actions, costs, claims and compensations for injury or loss to any persons, or damages as a result of his/her involvement in the event.



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## Terms and Conditions – Please read carefully.

**This event must be booked (and paid for if you are selling) by July 14<sup>th</sup> 2018.**

On receipt of payment your details will be published in our list of stall holders and promoted as much as possible via our website and social media sites. Please also help to promote **Art in the Park** by adding details to your website, newsletters, Twitter, Facebook etc.

Please note we reserve the right to refuse applications for stalls which we feel are not appropriate or are duplications of stalls already booked.

**All participants with active demonstrations or performances must undertake their own risk assessment for the event.** See attached form e.g. ensuring your location/set up/performance space is safe for you and members of the public.

**All working machines, active displays and performances must be insured for Public Liability or you will be personally liable for any accidents. This is important.**

**If you are running a workshop please note you must have the relevant paperwork in place. Child and Adult protection policies, CRBs etc.** (these must be available if asked for).

**Stall holders and artists wishing to sell their work will be charged £20.**

***Catering and entertainment stall holders please contact Milton Creek Trust for individual terms.***

Cheques to be made payable to Milton Creek Trust and enclosed with the booking form.

(Please write your name on the back of the cheque and cheque number on booking form)

Or payment can be by direct bank transfer to Acc No **28746112** Sort Code **60-19-25**.

(Please mark this option on booking form)

**Charities promoting their organisations can attend free of charge.**

Participants can bring their transport into the Park for ease of unloading but all vehicles must be removed to the car park by 10:45.

Because the Park is the venue every Saturday for Park Run the **gates will be closed from 8:30am – 10am.**

They will be open for setting up from **7:30 – 8:30am and again from 10am - 10:45am.** You are requested to be on site and setup by 11am on the day. De-rigging should not commence before 3.45pm.

On arrival at the Green Porch Close entrance you will be directed to your pitch in the Events Area by one of the Marshals, unless you have been advised that you should access the Park via the Car Park entrance off Saffron Way, in which case a Marshal will be available to direct you to your location within the wider Park.

**No vehicular movements will be allowed within the Park between 11am and 4pm.** In case of emergency please contact one of the Marshals who will arrange for you to be safely escorted off the site.

If you are booked in for a particular time please be available at least 15mins before your performance time.

All participants are expected to leave the park as they find it. (Clear up your own area of litter, tools etc).

If it is dull, cloudy or light showers the event will take place. If the weather is stormy and really wet the event may be cancelled but check with us first.

If you have not visited the park before, please feel free to do so before the event. You may find it useful to get to know your way around and the sort of spaces that can be used for what you have in mind.



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## Notes for event

*This is a joint event organised by The Milton Creek Trust and The Friends of Milton Creek and will be held in the Milton Creek Country Park, Sittingbourne ME10 2HA.*

Entry to the event is FREE to the public.

There is limited parking on site which will cost £2 a car (any number of occupants).

(Stall holders will not be charged for parking their vehicles in the car park.)

The day will consist of musical performances, craft workshops and demonstrations and a range of visual artists. Some visual artists will be using conventional media, whilst others will interact with the natural environment. Members of the public will be encouraged to join in with some of the creative activities on offer during the day.

Handcrafted goods and local produce will be for sale and there will be stands promoting local charities and organisations.

There will be First Aiders on site all day in case of emergency. Contact numbers will be given out on the day. Please bring your mobile phone with you on the day in case of emergency.

The Friends of Milton Creek and volunteers will be available all day to steward the event and help you with any problems and generally safeguard the site.

Toilets are available in the Parish Hall opposite the main entrance. Portable loos will be positioned at the far end of the park. There is no water or electricity on site.

There will be a Hog Roast, a vegetarian and gluten free option and Real Ale for sale and refreshments will be provided in the Parish Hall by the ladies from the church.

The main aims of the event are to:-

1. Provide a free fun packed family day out, aimed at unlocking everyone's creativity.
2. Provide workshops and interactive events to encourage public participation in the arts and wildlife conservation.
3. Promote the artistic talent we have in the Swale area, visual, written and performing.
4. Raise the profile of the park and create more awareness of its existence to the public.
5. To advertise the volunteering opportunities, e.g. conservation, planting and maintenance.
6. Provide a venue where local and community organisations can engage with the wider community.