

**Year:**

**Name of artist/company:**

**Preferred date: (put in order of preference, or “flexible”)**

**Preferred time slot: (put in order of preference, or “flexible)**

**How many performances are you hoping to do?**

**Name of person applying:**

**Address:**

**Email:**

**Tel:**

**Any access requirements:**

**Name of piece:**

**Author of piece:**

**Description of piece (in box below):**

**History or progress of piece:**

**Length of piece:**

**Anticipated get-in length:**

**Anticipated get-out length:**

**What does your piece involve in the way of set:**

**Lighting and sound requirements:**

**Would you be interested in doing a pre or post show discussion?:**

**Artist or company biography:**

**Website (if any):**

**Youtube links (if any):**

**Online reviews of any work (if any):**

**Reason for wanting to appear at Birmingham Fest:**

**How did you hear about Birmingham Fest:**

**Please return this completed form to** [**apply@birminghamfest.co.uk**](mailto:apply@birminghamfest.co.uk)

**Please attach any images or supporting material.**

**\*PLEASE NOTE: APPLICATIONS WILL ONLY BE CONSIDERED ONCE THE APPLICATION FEE OF £40 HAS BEEN SUBMITTED (this will be refunded in full if unsuccessful)**

**PayPal transaction ID:**

**Slots are limited so please make sure to get your applications in asap.**

**Thanks for applying & good luck!**

**(\*please read and sign the terms below)**

**TERMS:**

1. **The £40 application fee covers administration & marketing and securing a venue.**
2. **If the artist or company perform the same show more than once there is only one application fee. For each *different* show there must be an additional fee paid.**
3. **If applicants are unsuccessful the application fee will be refunded in full.**
4. **If you are offered a venue and slot the application fee will not be refunded.**
5. **There will be a contract issued between the venue and the artist(s).**
6. **Once the show is booked in a deposit will be required by the venue in the event of the company cancelling. This will be fully refunded after the performance(s) and ticket sales will not affect it being refunded in full.**
7. **In the event of cancellation, the company must inform the festival AND venue.**
8. **Ticket revenue will be paid to the artist(s) by the venue in their usual way.**
9. **Promotional details and images will be required as a requisite of taking part. These will need to be received in the time allocated to be included in promotional literature.**
10. **The festival will advertise every event via the website & brochure. All further advertising will be the responsibility of the company.**
11. **The festival or venue cannot be held responsible for audience figures.**
12. **Each event must make available 1 comp ticket for festival organisers.**
13. **Get-ins and get outs must be kept to a minimum (usually 30 minutes).**
14. **Artist(s) must comply with the venue’s regulations at all times.**
15. **Any artist(s) acting in an unprofessional manner will not be welcome at future festivals (as well as the venue in question).**

**\*Please name & date these guidelines to confirm you have understood them.**

**NAME:**

**COMPANY:**

**DATE:**