



Katherine Town Council - Carols by Candlelight

Terms and Conditions

1. Selection of Groups

All Expressions of Interest (EOI) will be evaluated by a selection panel using the following criteria:

- Locality of performance (preference will be given to those that reside or operate within the Katherine Community)
- New acts to the Katherine Town Council Carols by Candlelight
- Variety of performances
- Relevance to the event
- Compliance at previous events

2. Sound Check/Rehearsal Time

Once you are accepted please be aware that by signing this EOI you are committing to rehearsals on a mutual date to be confirmed once selection is complete. Once it gets closer to the performance date, rehearsals will be weekly.

3. First aid

A first aid trained staff will attend this event to provide first aid services. All accidents and incidents must be reported to a Katherine Town Council Staff member during the event.

4. Water

Water is available on site.

5. Smoking Policy

The Katherine Town Council Carols by Candlelight will be a smoke-free event. Smoking is not permitted in any Katherine Town council managed sites, including anywhere on the Carols by Candlelight event site.

6. Alcohol and Drug Policy

The performers shall not consume, use, be under the influence of or have in their possession any alcohol or illegal drug. Performers are also not to allow any member of its staff or volunteers to consume, use or have these substances in their possession anywhere within the Katherine Town Council Carols by Candlelight event site.

7. Weather

In the event of wet weather during the Katherine Town Council Carols by Candlelight, performers are required to continue operating at the event, providing it is safe to do so. All



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marquees hired for the day are waterproof. The event may be cancelled and the event site closed by the Event Coordinator if the weather becomes dangerous and it is no longer safe to operate.

8. Music

We are using a house band to back all performers. If in the event you require music tracks you are to compile all tracks onto one CD or playlist and submit it to the Katherine Town Council Carols by Candlelight Committee **no later than three weeks prior to the event**, along with a running sheet. Burnt CD's must be playable on all CD players.

9. Marketing and Promotion

The performer/s gives consent for the Katherine Town Council to use their photographs/details in the Carols by Candlelight marketing and promotional campaigns in the future.

10. Cancellation Policy

The Katherine Town Council reserves the right to cancel the event at any time.

11. Privacy Act Statement

The Katherine Town Council uses the information provided by you in your submitted EOI for the primary purpose of processing, assessing and determining the occupancy of space at the 2017 Katherine Town Council Carols by Candlelight. Any information given pursuant to the documents lodged could be deemed personal information and accordingly is governed by the Privacy Legislation. Any information lodged with the Katherine Town Council will remain confidential always, except for disclosure which you may have consented to or which is otherwise required by law.



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Expression of Interest Form – Performer

Saturday the 8th of December 2018

Please complete this form and return to:

Katherine Town council Carols by Candlelight Committee via rebecca.mewburn@ktc.nt.gov.au

Closing date: Wednesday the 7th of November 2018

1. General Details

Types of group:

- | | |
|--|---|
| <input type="checkbox"/> Choir or Band | <input type="checkbox"/> Theatrical Group |
| <input type="checkbox"/> Dance Group | <input type="checkbox"/> Other, please state: |
| <input type="checkbox"/> Solo Singer | |

Performing Group Name:

Contact Name:

Contact Number:

_____ Mobile: _____

Email:

Address:

Description of Performance:

Song Choice:

1. 1st Choice _____ 2nd Choice _____

(first in first serve basis as there will not be the same song sung more than once)

2. 2nd Choice _____ 2nd Choice _____

Duration of Your Performance:

(preferably 2 songs minimum)

- 6 min (2 song min)
- 9 min
- 12 min
- 14 min

No. of People Performing On Stage:

(for group dance performances there will be a separate stage set up)



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2. Sound Requirements

Technical Requirements

Please be aware the house band will be backing most performances excluding Choir, ect. The stage will be present with two microphones, should you require equipment you will be required to bring it yourself.

Do you require a microphone for your performance? Yes No

In the event the house band does not work for you, would you require a CD player? Yes No

Are there any technical requirements you have for your performance? (Please provide a description on what your performance will be and what other equipment you will be bringing?)

Do you have any special accessibility requirements to access the stage and/or event site?

3. Agreement

I have read the Katherine Town Council Carols by Candlelight information and I agree to comply with the Terms and Conditions:

Signed _____

Name _____

Group/Company _____

Date _____

Thank you for your interest in the 2018 Katherine Town Council Carols by Candlelight!