

# KATHERINE TOWN COUNCIL EXPRESSION OF INTEREST - PERFORMERS

It is a requirement of Katherine Town Council’s COVID-19 Event Safety Plan that any staff, contractors, performers or volunteers complete this form. Katherine Town Council reserves the right to decline your involvement in any such event or function if it is determined that you are not meeting COVID-19 Event Safety requirements.

**Participant Details:**

Performing Group Name:

Type of Performance (choir, dance, theatre etc.):

Contact Name:

Contact Number:  Email:

Song Choice/Duration(in Minutes): (first in first serve basis as there will not be the same song performed more than once)  The amount of songs/time you are allocated to have on the stage will be dependent on availability, at the discretion of the Event Manager and Carols Committee.	1st Choice:	<input type="text"/>	Length:	<input type="text"/>
	2nd Choice:	<input type="text"/>	Length:	<input type="text"/>
	3rd Choice:	<input type="text"/>	Length:	<input type="text"/>
	4th Choice:	<input type="text"/>	Length:	<input type="text"/>

Number of People Performing on Stage:

**Sound Requirements:**

Please be aware the house band will be backing most performances excluding Choir, ect. The stage will be fitted with microphones. Should you require extra equipment/instruments you will be required to bring it yourself. If in the instance the house band is not able to back your performance, please ensure to provide your backing track on a USB prior to the event.

If you require microphones for your performance, how many do you require?:

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 accesibility requirements that you believe the event organisers should be aware of?



# KATHERINE TOWN COUNCIL

## CAROLS BY CANDLELIGHT - TERMS & CONDITIONS

### 1. Selections 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 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 member will be in attendance at 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. COVID-19 Event Safety

This event has received a NT COVIDSafe Certificate of Commitment. A copy of the Event COVID-19 Safety Plan will be provided to you and it is your responsibility to abide by the principles within. Please also complete the COVID-19 Event Safety Checklist provided on page 3.

### 6. 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.

### 7. 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.

### 8. 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 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.

### 9. 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 a USB 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.

### 10. Marketing & 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. Please provide a copy of your logo(if applicable).

### 11. Cancellation policy

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

### 12. 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 2020 Katherine Town Council Carols by Candlelight. Any information given pursuant to the documents lodged could be deemed personal information and accordingly is governed by 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.

## COVID-19 EVENT SAFETY PLAN:

### Physical Distancing:

Will you provide education on adhering to physical distancing to staff, volunteers and/or performers? Yes  No

Will you practice physical distancing by keeping 1.5 metres between you and a person not known to you and keeping close contact to under 15 minutes Yes  No

List any other measures you will use to manage physical distance (if applicable)

### Hygiene:

Will you practice hand hygiene by washing your hands or using hand sanitiser frequently? Yes  No

Will you provide education on COVID-19 hygiene protocols and practices, including cleaning, to staff, volunteers and/or performers(if applicable)? Yes  No

Will you have adequate supplies of cleaning and disinfecting products(if required)? Yes  No

Have you considered ways to minimise handling of shared items to avoid the risk of contamination? (e.g. equipment, money handling, exchanging of food and drinks etc.) Yes  No

### Educating staff, volunteers and/or performers (not applicable to solo performers):

Will you provided education or information about COVID-19 transmission and symptoms to staff, volunteers and/or performers? Yes  No

Will you have protocols for staff, volunteers and/or performers to not attend the event if unwell? Yes  No

Will you provided direction to staff, volunteers and/or performers to seek medical advice if they have symptoms of COVID-19? Yes  No

Will you encouraged staff, volunteers and/or performers to download the COVIDSafe App Yes  No

List the measures you will use to manage the health of your staff, volunteers and/or performers :

### Declaration:

I (full name)  of (Performance Group Name)   
have read and agree to comply to the Katherine Town Council Carols by Candlelight Terms & Conditions(Page 2) & COVID-19 Event Safety Plan outlined above.

Signature:  Date: