



**Deadline for the return of this form and payment is: 31<sup>st</sup> March 2019**

We would greatly appreciate earlier returns.

Please complete **Sections 1 and 3** and a **separate Section 2 FOR EACH event/attraction**.

Please print **CLEARLY IN CAPITALS** and **do not combine** entries onto a single form.

**RETURN FORMS TO:** Festival Registrations, Wiveliscombe House, The Square, Wiveliscombe, TA4 2JT  
For assistance, telephone: 01984 624127/624666 or email [register@10parishesfestival.org.uk](mailto:register@10parishesfestival.org.uk)

### Guidance on Completion of this Entry Form

- Where multiple artists/events are appearing at a single venue, and each desires their own Guide entry, Section 2 should be completed for each artist/event, **and payment is required for each event**. For group events under a single title, Section 2 should be completed only once, and will result in a single Guide entry.
- For artists who wish to exhibit and provide workshop/demonstrations on some days, **Section 2** should be completed for each specific activity, **but payment is required only for one event**. We will endeavour to highlight workshop/demonstrations within the guide layout.

### SECTION 1. Contact Information

The following information is for use by the Festival Organisers and NOT for publication

Name	
Address 1	
Address 2	
Address 3	
Town	
County	
Postcode	
Telephone	
Mobile	
Email Address	

### Acceptance

Payment Details	<p><b>FEE - by <u>cheque or BACS</u> payable to “The Wiveliscombe Area Partnership”</b>  <b>Sort Code: 60-23-05 Account Number: 71616330 Ref: “10PF {Your Name}”</b>  <b>£60 per regular EVENT</b> ..... Events Total £ _____  <b>Concessionary £40 for SINGLE occasion Events</b> ..... Events Total £ _____</p> <p>You will be provided with directional signs (for you to erect and remove), copies of the Guide and a visitor’s book. You will also be asked to complete a simple Event Report at the end of the Festival to assist with monitoring of funding.</p> <p>The 10 Parishes Festival Organisers reserve the right to refuse entries without explanation, and to adapt wording where necessary. A proof copy of your entry in the Guide will be provided for your approval in due course. You will have the opportunity to check it, and 10 Parishes Festival Organisers cannot be responsible for any errors or omissions.</p>
Signature	<p>Our privacy policy can be found at <a href="http://10parishesfestival.org.uk/privacy">http://10parishesfestival.org.uk/privacy</a>. <b>I agree</b> that the attached information will be held on 10 Parishes Festival databases and published in the Festival Guide and Website.</p> <p>Signature ..... Date .....</p> <p>Print Name .....</p>

**SECTION 2: Event/Exhibition Information. PLEASE COMPLETE SEPARATE FORM FOR EACH EVENT**  
**The following information is for publication in the Festival Guide & Website.**

<b>Title</b> Artist/Group Name, or other Title																	
<b>Sub Title</b> Exhibition or Performance Title, if any																	
<b>Short Description – Printed Guide</b> Provide details about the event, your work or subject matter. <b>20 word min - 40 max</b>																	
<b>Long Description – Website Guide</b>	Please use a separate sheet; MS Word or email to provide additional text that will be available only via the website version of the Guide. 100 words maximum if on paper, or 1000 words max for electronic submission. Indicate method of submission <span style="float: right;">EMAIL / CD / PAPER</span>																
<b>Disciplines</b> Please tick all that apply	<input type="checkbox"/> Books/Paper/Calligraphy	<input type="checkbox"/> Mixed Media	<input type="checkbox"/> Printmaking	<input type="checkbox"/> Ceramics/Glass	<input type="checkbox"/> Model Making	<input type="checkbox"/> Sculpture/Carving	<input type="checkbox"/> Furniture	<input type="checkbox"/> Music	<input type="checkbox"/> Street event/circus	<input type="checkbox"/> Installation/Conceptual	<input type="checkbox"/> Painting/Drawing/Illustration	<input type="checkbox"/> Textiles/Fashion	<input type="checkbox"/> Jewellery	<input type="checkbox"/> Photography/Film/New Media	<input type="checkbox"/> Theatre	<input type="checkbox"/> Lecture/Talk/Discussion	<input type="checkbox"/> Poetry/Fiction/Storytelling
<b>Event Type</b> Please tick all that apply	<input type="checkbox"/> Community Event	<input type="checkbox"/> Open Studio	<input type="checkbox"/> Exhibition														
<b>Opening Times</b> Dates and times when the venue will be open Venues are expected to be open from 11am to 6pm daily.	Days	Sa	Su	Mo	Tu	We	Th	Fri	Sa	Su							
	Dates	7th	8th	9th	10th	11th	12th	13th	14th	15th							
	Times e.g. 11-6, or closed																
<b>Telephone</b>																	
<b>Email Address</b>																	
<b>Website Address</b>																	
<b>Image/photo</b> Provide a description of the image, its filename for identification purposes, N/A if no image supplied	Are you supplying an image to accompany your entry? <span style="float: right;">YES / NO</span> Indicate method of submission <span style="float: right;">EMAIL / CD</span> Identify your preferred image (landscape and portrait) if supplying multiple images  <b>All Images Must Be Supplied Electronically – Supply both Landscape and Portrait orientation where practical to aid with guide layout</b> – Minimum image size 800 x 800 pixels or 3in(8cm), JPG, GIF or TIFF. Include a stamped, addressed envelope if you want the materials returned. Images may be cropped to assist with guide layout.																
<b>Booking Contact</b>	If you require advance booking for this event, please provide a <b>contact name/ telephone number</b>																
<b>Charging Information</b>	Please provide details of cost of entry, e.g. per adult/child/concessions																
<b>Age Information</b>	Indicate any age restrictions or guidance for the event																

### SECTION 3: Venue Information

<b>Do you own, or manage this venue</b>	Answer 'Yes' if you are responsible for this venue for the purposes of the 10 Parishes Festival. <input type="checkbox"/> Yes <input type="checkbox"/> No
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<b>Contact</b>	If you answer No to the above, please provide the <b>name and contact telephone number</b> of another festival organiser/entrant who will act as manager for the venue:
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**The following information is for publication in the Festival Guide & Website**

<b>Telephone</b> For assistance with directions or opening times	
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<b>Address 1</b>	
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<b>Address 2</b>	
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<b>Address 3</b>	
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<b>Town</b>	
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<b>County</b>	
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<b>Postcode</b>	
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<b>Parish</b> Circle one	For venues outside the boundaries of the 10 Parishes, please circle the nearest parish, village or town. Ashbrittle      Brompton Ralph      Clatworthy      Huish Champflower      Stawley Bathealton      Chipstable inc. Waterrow      Fitzhead      Milverton      Wiveliscombe
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<b>Directions</b> Essential driving directions in addition to signage  <u>20 words max</u>	
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<b>Facilities</b>	<b>Parking</b> (either onsite or locally)				
	<b>Refreshments Provided</b> (specify type)				
	<b>Disabled access</b> please qualify	Full Disabled Access	Disabled with Assistance	Limited Disabled Access	No Disabled Access
	<b>Steps, inclines and uneven surfaces</b> (specify)				
	<b>Toilet Facilities</b>	Toilets Available	Toilets with Disabled Access	No Toilets	
	<b>Dogs</b>	Dogs Allowed	Guide Dogs Only	No Dogs	
	<b>Further Info</b>				