

# ENTERTAINERS APPLICATION FORM 2018

Sat 25<sup>th</sup> & Sun 26<sup>th</sup> August 2018

Saturday 10am - 4.30pm / 4:30 – 8pm  
Sunday 10am - 3pm

Entertainment Manager Ally Brennan  
0498 088 093  
e: [medievalbalingup@hotmail.com](mailto:medievalbalingup@hotmail.com)



Applications close 15<sup>th</sup> May 2018

Please complete All sections,  
scan & return via email or  
post- Balingup Medieval Carnivale  
Entertainers Applications  
PO Box 266, Greenbushes WA 6254

Business Name \_\_\_\_\_  
Contact Person \_\_\_\_\_ Mobile \_\_\_\_\_  
Email \_\_\_\_\_ Phone \_\_\_\_\_  
Postal address \_\_\_\_\_ postcode \_\_\_\_\_

Entertainment type (tick) **Medievalist** \_\_\_ **Musical** \_\_\_ **Street Theatre** \_\_\_ **Live Animal** \_\_\_ **Exhibit** \_\_\_  
Description of Entertainment \_\_\_\_\_

Applying For	Time	Mark X all	Any information we should know (ACT / SOUND)
Friday 24 <sup>th</sup>	Feast - 6:00 - 11:00 pm		
Saturday 25 <sup>th</sup>	Event - 9:45 am - 4:30 pm		
Saturday 25 <sup>th</sup>	Dragon Burn - 4:30 - 8:00 pm		
Sunday 26 <sup>th</sup>	Event - 9:45 am - 3:30 pm		

Length of Performance		Stage Set up (mins)	
Performances Per Day		Stage Clear (mins)	
Display Stall (foot-stamp)	<b>X</b>	Grand Parade	
Stage Sound -(mics etc.)			
List Electrical Equipment			
REGO of vehicles			
Names of all Performers & Assistants			

Advise any other details here (i.e. only 1 day / late arrival / early finish / feast only)	Amount – Quote all inclusive	
	Subtotal	\$
	GST	\$
	<b>TOTAL</b>	<b>\$</b>

Documentation (tick) All applicants must attach / enclose:

Display / Exhibit - photos if this is your 1st event Yes \_\_\_ No \_\_\_  
Entertainers - a copy of your 'Certificate of Currency' which covers you for the event Yes \_\_\_ No \_\_\_  
- an Invoice for payment inc ABN Yes \_\_\_ No \_\_\_

All performers are contracted to BMC between the hours of 6pm Friday / all day Saturday & Sunday until 3pm Please advise us if you are working at other venues in Balingup and surrounds over the weekend.

I've read the attached conditions, I agree to the attached conditions and request to be considered

\_\_\_\_\_/\_\_\_\_\_/2018  
Signature Date

## Accommodation arrangements

Do you wish to camp at the Balingup Primary School (BPS) grounds on the Friday and Saturday night Yes \_\_\_ No \_\_\_

NOTE: If you plan to camp at the school you'll receive information directly from BPS P&C and fees are paid to them

# ENTERTAINERS CONDITIONS OF ENTRY 2018

## 1. All Entertainers-

- a) Are to Respectfully follow the direction of BMC Entertainment Manager/ Emcee & Stage Managers.
- b) Are required to wear a Medieval themed costume (These can be hired from the Balingup Medieval Carnivale).
- c) Please be aware that Images taken of Performers by those authorised by BMC Can and will be used in advertising, website & press releases. Ensure that all entertainers in your group are aware of this
- d) Please arrange your own Accommodation (some camping is available via the BPS P & C), Meals & Drinks.
- e) Absolutely NO smoking or drinking of alcohol onsite – there are smokers areas just off-site.
- f) We may restrict the amount of Entry passes for large groups.
- g) Please use the portable toilets provided and not disabled toilets (unless disabled) or staff toilets as both have low capacity.
- h) No Abuse will be tolerated including but not limited to distribution of material or promotion of activities that are defamatory, sexist, racist or homophobic.
- i) Must comply with Shire of Donnybrook Balingup Activities on Thoroughfares and Trading in Public Places local laws.

## 2. Displays & Sound Equipment

- A. Entertainers must attempt to decorate stalls in a medieval themed appearance
- B. Displays must be ready at minimum 15 mins before site open to the public - 9:45am Sat and Sun
- C. Displays are NOT permitted to pack down **prior to 3.00pm** Sunday unless instructed by the Event Manager
- D. The use of loud speakers and other amplified equipment is prohibited unless Entertainment Manager has approved
- E. Entertainers should ensure they maintain their site in a clean and safe condition.
- F. Water tap is available – please ask our staff for directions.

## 3. Set up and vehicle movement - Please follow the direction of our gate and traffic movement staff at all times.

- a) Any support vehicles entering the site must provide the Vehicle Registration number to our Gate Staff on the application. Any vehicle registration changes must be submitted no later than 7 days prior to the event.
- b) Access to the site for **set up is from Friday - 12pm – 7pm and Saturday 6am – 9am**
- c) Support vehicles **MUST be removed from site by 9am Saturday.**
- d) Should you require to remove a vehicle offsite after hours – please arrange this with the Entertainment Manager so gates can be un-locked.
- e) NO vehicles are to move around the site, enter or exit - until **3:30pm** when the site is cleared of Public for safety reasons.
- f) Minimal parking is available in the area between the site and the fire station. There is No Parking in Brockman Street or over the bridge (Birdwood Park). The BMC committee reserves the right to tow-away and forward costs to anyone who parks in No Parking Zones or Disable Parking Areas without a permit.

## 4. Public liability insurance

- A. Entertainers participate in the Balingup Medieval Carnivale at their own risk and are required to indemnify and hold harmless the BMC committee against any claim for damages, costs, claims, expenses and liabilities. (Including without limitations consequential loss and loss of profits) in respect of any loss, damage, injury, disease or death caused through any of the activities at the Balingup Medieval Carnivale.
- B. It is mandatory that you provide evidence of your Public Liability Insurance and the amount of the cover requested is \$10,000,000 to be enclosed with this application.
- C. If you don't have public liability – contact the Entertainment Manager so that a quotation for coverage via the BMC's insurer may be obtained. Any costs will be forwarded to the entertainer.

## 5. Electrical equipment

- a) All electrical equipment must be listed on the application.
- b) Any electrical leads must be tested and tagged in accordance with the electrical regulations.
- c) Please bring the longest extension leads you have plus a spare one as you may be some distance away from a distribution point. Leads provided without tags or outdated tags will be tested on site for a charge of \$12 per lead.
- d) For calculation purposes deciding on the extension lead size, use the conversion figure of 4 amps per kilowatt. Example: a fifteen amp lead will safely carry 3Kw, a ten amp lead will carry 2.5Kw.
- e) All changes must be notified prior to the event. The power draw is monitored.
- f) The BMC committee reserves the right to refuse connection to power if safety standards are not adequate.

## 7. Payment

- A. The BMC will make payment at the end of the event. Payment via direct deposit is our preferred method.
- B. Entertainers MUST provide an invoice (inclusive of ABN and banking details) for payment 2 weeks prior to event.
- C. Entertainers who have travelled to Balingup will still receive payment should inclement weather or factors beyond the control of the BMC committee affect the event

### **Balingup Medieval Carnivale Committee**

*The Balingup Medieval Carnivale is a subcommittee of the Balingup Progress Association Inc.  
The event runs as a non-profit event and is managed by volunteers from within the local community.  
Many local and out of town businesses provide us with assistance and sponsorship.  
Stallholder fees go towards administration and organization of the stall areas and upkeep of the facilities.  
We thank you for your support.*