

**YOUR INFORMATION**

Please complete & return this form as soon as possible OR by no later than **June 1<sup>st</sup> 2012**.

Organisation Name *(to whom payment is made)*.....  
 Venue Name .....  
 Venue Address .....  
 ..... Postcode .....  
 District Council .....  
 Premises Licence & Number .....  
 Contact Name .....  
 Contact Address .....  
 ..... Postcode .....  
 Tel (Home)..... Tel (Work) ..... Tel (Mobile) .....  
 Email .....

**Application for Hog Funding 2012-13**

Our contribution will be a percentage of events up to £700 in total.  
 Hog Extra events will be over and above this allocation.

Name of Event / workshop	Full Cost	Date & time

Please explain briefly approx 50 words why you would like to host the above events

**Example**

We feel that booking XXXXXXXX will build on the audience we had for XXXXX last year  
 We would like to try something different for family audiences in the village  
 We would like to encourage older people who do not currently attend events at the hall  
 We would like to encourage young people to attend events at the village hall.


**PUBLICITY INFORMATION**

The following information will be used for the website, listings and marketing purposes. It will also be used if we design and print your publicity, or overprinting labels.

Event Name	Time	Tickets From:
		Name Tel Name Tel
<b>Ticket Prices:</b>	With Food: Without Food:	
		Name Tel Name Tel
<b>Ticket Prices:</b>	With Food: Without Food:	
		Name Tel Name Tel
<b>Ticket Prices:</b>	With Food: Without Food:	
		Name Tel Name Tel
<b>Ticket Prices:</b>	With Food: Without Food:	

Please use separate sheet for any additional bookings.

Most publicity material will come directly from the artists, please liaise with them regarding your requirements. We will provide overprinted labels **based on the information above** to go on this publicity. Please let us know how many you require and what size (if we do not hear from you, we will supply a default amount of 200 x A5 stickers, 10 x A4 and 6 x A3). Where the artists DON'T provide their own, we will design and print on your behalf – please let us know ASAP what you require.

 Hampshire County Council complies with the Data Protection Act 1998. Your personal information will only be used for supplying you with the information you have requested. Your details will be shared with our agents for processing purposes only and we will not share them with any other organisation.

**TERMS AND CONDITIONS OF BEING A MEMBER OF HOG THE LIMELIGHT**

These terms and conditions are designed to help your events to run smoothly for both promoters and performers.

1. All bookings must happen between September and the following March.
2. Payment can only be made to associations/organisations and NOT individuals.
3. When introducing your Hog event on the night, please mention to your audience that it is a Hog the Limelight event, supported by Hampshire County Council.
4. Publicity and marketing must credit Hog the Limelight. If publicity is received direct from companies, some form of acknowledgement to Hog the Limelight should be added. This should be visible in the hall on the night. Hog the Limelight posters will be sent with your publicity material.
5. **Health and Safety** requirement: Your hall must be in possession of an appropriate, up to date licence from your local district/borough council in order to host events. We may ask to see a copy of this.
6. Your venue should hold the relevant PRS/PPL licences.
7. All villages should be represented at the Showcase by one/two people from the committee
8. Hog is unable to provide funds for cancellation fees. If you want to postpone, the event must take place within the same financial year (before March 31<sup>st</sup>) for funding to be available.
9. The deadline for getting your booking forms to the Arts Office is 1<sup>st</sup> June. We will need to keep to this date in order to get the publicity out in time for the new season.
10. HTL may request up to a maximum of two free tickets per event (not including food) unless sold out.
11. Agree start, finish and length of interval (if there is one), with performers and follow up with a letter of agreement/contract. Keep to these times. This is an agreement for both you and them to ensure smooth running, and no confusion on the night.
12. Think carefully when you are planning to serve food. It should not get in the way of the performance and, if in the interval, should not delay the second half. Tickets without food should be made available where possible.
13. Ticket prices must be included on your booking form.
14. Payment will be made on receipt of a feedback form, a copy of the artist's paid invoice and an invoice from your association/organisation.
15. By signing below you are agreeing to meet these conditions

Signed.....

Name.....

Village Hall.....

Send completed form to:

[susan.meade@hants.gov.uk](mailto:susan.meade@hants.gov.uk)  
**Hog the Limelight,**  
**Arts Service, Mottisfont Court,**  
**High Street, Winchester. SO23 8ZF**  
**For enquiries phone 01962 846019**

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