|  |  |
| --- | --- |
|  | Edinburgh Festival of Cycling 7-24 June 2018  **Event registration form**  **Deadline for printed programme 15th March 2018** |

|  |  |
| --- | --- |
| Event Name: |  |
| Event Description: 300 words max. This will go with the Event Name in the printed programme. Maybe edited as required. |  |

## Dates and Times

## Please list times for all dates if your event is not a one-off, not just a single start and end date (please give details in the Notes column). Times should use the 24-hour clock.

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Start Time | Finish Time | Notes |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Ticket Prices**

|  |  |
| --- | --- |
| **Type of Ticket** | **Price** |
| Adult/standard price ticket | £ |
| Concession | £ |
| Free |  |

## Type of Event (tick all that apply)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Art & culture |  | Come & Try |  | Exhibition |  | Family |  |
| Organised ride |  | Talk |  | Workshop |  | Other |  |

If you have selected ‘Other’, please give details:

|  |
| --- |
|  |

**Audience** (tick all that apply)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Adults only (over 16) |  | Family Event (under 16s with adult supervision) |  | Children’s Event (specifically suitable for children) |  |

# Event Organiser

This person is responsible for organising the event. The person named here is the one who Edinburgh Festival of Cycling will deal with on all event organisation matters.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| First Name |  | | Surname | |  |
| Address |  | | | | |
|  | | Post Code | |  | |
| Company |  | | | | |
| Telephone |  | | Email | |  |
| Website |  | | | | |

**Contact person**

Should we use the event organiser details given above? **If no, please give details below**. Phone number and/or email address will be made public in the programme and online, please make sure you have their permission. If in doubt – use the Edinburgh Festival of Cycling Office as contact.

|  |  |  |  |
| --- | --- | --- | --- |
| First Name |  | Surname |  |
| Email/phone |  | | |

## Venue Details

|  |  |
| --- | --- |
| Venue Name |  |
| Address |  |
|  | |
| Post Code |  |
| Telephone |  |
| Contact Name |  |
| Website |  |

**Your Public Liability (PL) insurance**

A scan image of your certificate would be ideal, however, if you could to provide at least the following details:

|  |  |
| --- | --- |
| Name of company issuing PL cover |  |
| Expiry date of cover |  |
| Level of public liability indemnity |  |

We confirm that we will carry a risk assessment before the event and will have appropriate documentation available in the event of an incident □

**Additional Details**

|  |
| --- |
| Please let us know any further details that are not covered by the rest of this form. |

**Graphics/photo(s)**

Please provide a photo or photos for use in the printed programme (subject to space) and on the Festival website. Graphics need to be 300dpi, and no larger than 500 x 375 pixels, and you must hold the copyright to them. Please email these to [info@edfoc.org.uk](mailto:info@edfoc.org.uk) with the event name in the subject line.

# Marketing Material

Upon registering, you will be given a listing in the Edinburgh Festival of Cycling programme printed (form must be received before booking deadline above) and on our website, based on the information you have supplied. We can also provide you with a template poster with suitable branding for you to advertise your event(s) on request. However, Edinburgh Festival of Cycling is not directly responsible for promoting your event in any other ways.

**What to do next**

Please **email** completed form to [info@edfoc.org.uk](mailto:info@edfoc.org.uk) or **post** to: Edinburgh Festival of Cycling, 4 South Oxford Street, Edinburgh, EH8 9QF.

Please note that the **deadline for the printed programme** is **17:00 on Thursday 15h March 2018.** Event(s) submitted after this deadline will not be included in the printed programme for the Festival however they will be available in the online programme on the EdFoC website.

**Event listing fee:** these fees are to help cover the costs of the programme production and festival promotion (last year this cost us over £4,000). The fee level is the same for listing in the printed programme & on the website, or in the online programme only. **If you have a charge people to be part of your event, the listing fee will be £25 for *each* event. If the event is free to take part in, the listing fee will be £10 for *each* event.** Event listing fees are payable to ‘Edinburgh Festival of Cycling’ cheque or BACS (Account: 65637162, Sort Code: 089299).

If you have any questions, please just get in touch with us.