



Venues with a space to offer

Please fill in this form if you represent a building/facility that can offer space for an event/activity to take place as part of Paint the Town Red 2004. Please photocopy this form if necessary.

The deadline for receipt of completed forms is **Monday 28 June 2004**.

Your contact details:

Name of venue:

Address of venue:

..... Postcode:

Main contact person:

Telephone number: Email:

Is your venue willing to create a 'red' window display for the festival? YES / NO

Type of event:

Please tell us what type of event you would like to take place at your venue. Please tick more than one if appropriate.

Visual art/craft exhibition Performance

Reading/talk/lecture Participatory workshop

Other (please give details) Details:

What is your preferred artform?
(e.g. music, visual art, craft, circus, dance, drama, comedy, literature, film etc.)

Do you already have an artist/group in mind for your event? YES / NO

If Yes please give details:

Have you already discussed this with them?

Facilities available:

Please describe the space on offer.

Approximate size and estimated number of people the space can accommodate:

Facilities (e.g. running water, power points, etc.)

Please turn over

Equipment:

Please list any equipment you can provide for the event at your venue (e.g. tables and chairs)

Access to your venue:

Your opening hours:

Will there be access for loading/unloading of equipment?

Is there access for wheelchair users/people with limited mobility?

Date(s) of your events:

The main part of the festival will take place on Saturday 11 September. We will launch the festival on Friday 10 September. However we hope that there will be events happening throughout the week commencing 6 September. In the case of some events (e.g. exhibitions) we hope that these will continue for a longer period, in order to achieve greater exposure for the artist's work. We will include any arts events happening between 6 and 12 September at no cost in the festival brochure.

Please indicate when you want your event to take place. Please tick more than one box if you want your event to go on for more than one day.

- Monday 6 Sept Tuesday 7 Sept Wednesday 8 Sept
- Thursday 9 Sept Friday 10 Sept **Saturday 11 Sept**
- Sunday 12 Sept Another date(s) (please specify)

Please put the date(s) in your diary now.

Fees/charges:

We may be able to make a small payment to commercial venues (those that would normally make money from hiring out the space on that day) for use of your facilities during the festival. If you will need to make a charge for your involvement please tell us what this would be:

£.....

Please note that if we make a charge to people attending or participating in the event taking place at your venue, all proceeds will go to Paint the Town Red unless otherwise agreed.

If you are offering a free or discounted service for Paint the Town Red please tell us what the usual cost of providing these facilities would be:

£.....

Any other requirements or preferences?

.....
We will do our best to accommodate your requirements.

Please send your completed form by Monday 28 June to:

**PAINT THE TOWN RED, c/o Katie Owen, Arts Development Officer,
Melton Borough Council, Nottingham Road, Melton Mowbray, LE13 0UL
Tel: 01664 502377 Fax: 01664 410283 Email: arts@melton.gov.uk**