



## ARTIST BOOKING TERMS AND CONDITIONS 2024



# 2024 FESTIVAL TERMS & CONDITIONS

## PUBLIC LIABILITY

You are required to have Artists Public Liability Insurance and your own risk assessment completed to exhibit at Art in the Park 2024

We will need a scan of your Public Liability certificate PLI. If selected you will be asked to log on to our artist section 'Exhibiting Artist' on our website and upload both PLI and a Risk Assessment.

If we do not receive a copy of your Artist PLI and risk assessment by March 15th we reserve the right to cancel your booking and refund your booking.

Please email [admin@artinpark.co.uk](mailto:admin@artinpark.co.uk) if you are having issues on obtaining or supplying your PLI. We have been recommended the following options for artists, but please check with your own insurance and other options are available.

A-N

[www.a-n.co.uk/about/insurance](http://www.a-n.co.uk/about/insurance)

SAA

[www.saa.co.uk/info/standard-membership](http://www.saa.co.uk/info/standard-membership)

CMTIA

[www.cmtia.co.uk/featured/insurance-cover](http://www.cmtia.co.uk/featured/insurance-cover)

## CANCELLATIONS AND REFUNDS POLICY

If you have been accepted to exhibit at Art in the Park 2024, to cancel your ticket you will need to let us know by May 1st 2024 by emailing [admin@artinpark.co.uk](mailto:admin@artinpark.co.uk)

Provided we receive your cancellation in time, we will refund you 100% of your booking costs minus any fees that have been incurred through third parties, for example, PayPal.

If you cancel after May 1st 2024 you will not receive any refund as bookings will have closed and we will not be in a position to fill the space.

In the event of Art in the Park 2024 being cancelled before the event starts, we reserve the right to cancel this contract by notifying you by e-mail. If this cancellation occurs in the two weeks before the event, you will not be entitled to a refund. This is due to production commitments incurred by Art in the Park. Any other event cancellation prior to two weeks before the event, refunds will be issued at the discretion of the board, depending on costs incurred to Art in the Park CIC. You will be personally liable for any additional costs you may have incurred and Leamington Art in the Park Festival CIC will accept no liability for any loss incurred by you.

If Art in the Park 2024 has to be cancelled whilst in progress, due to any reason, you will not receive any refund as costs will be committed.



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## ARTIST VILLAGE & PRE-ERECTED GAZEBOS TERMS

All Artist Village Pre-erected Gazebo bookings will be provided with a table and chair in a shared pre-erected gazebo. Additional chairs are available at a cost of £12 on the booking form

Please note that Artist Village Pre-erected Gazebos will not have Backboards or Flooring, and that there will be no power supply available. If power is required you will need to bring your own silent generator.

If you need to bring a generator then email [admin@artinpark.co.uk](mailto:admin@artinpark.co.uk) with the reason for its use, size, and noise level with your booking. Failure to inform us beforehand or not adhere to the above will result in you not being allowed to use it over the weekend. We have used Warwick Plant Tool hire before for small generator hire:

[www.hirecentres.com](http://www.hirecentres.com)

Any litter collection and disposal is your responsibility. No art materials, left over paint etc. can be left in any bins on site, these must be taken off site.

## BRING YOUR OWN GAZEBO TERMS

All Gazebos should be fixed firmly to the ground. You must use weight, sandbags, and ratchet straps. If your gazebo is considered unstable you will be asked to remove it or find a more suitable Gazebo. Unfortunately in 2021 many gazebo were not strong enough in the light winds and collapsed. This caused a lot of stress for artists and organisers.

Although the event takes place in summer the park can suffer high winds and under the conditions of your Artist PLI you need to secure your Gazebo according to these instructions.

Leamington Art in the Park Festival CIC cannot be responsible for any damage to your gazebo or contents of your gazebo, before, during or after the event.

All Gazebo space bookings must supply their own table and chairs. Tables can be hired for £17 and chairs for £12 on the booking form.

We have created two options for Gazebos, a standard 3m x 3m (10ft x 10ft) booking space and a space to accommodate larger Gazebos up to 3m x 4.5m (10ft x 15ft). This is to ensure that our site plan means we can fit everyone in the space that we have for the park and ensure our Health and Safety commitments. If you book a 3m x 3m Gazebo space and you arrive at Art in the Park Festival with a Gazebo that is larger than 3m x 3m (excluding guy ropes) you will be asked to pay the additional cost for a larger gazebo up to 3m x 4.5m before you can take part in the event. You may also be moved to a different location if we are unable to accommodate your bigger gazebo.

The festival will be taking place in both Jephson Gardens and Mill gardens. You will not be able to choose where you are located as the festival is curated by a team. The curation and layout is curated, but park selection is down to a computer algorithm.

Please let us know by email on [admin@artinpark.co.uk](mailto:admin@artinpark.co.uk) if you have any special requests and we will endeavour to accommodate where possible. Please note that your site position is non-negotiable; we may not be able to accommodate your request and the site allocated to you is our decision.

For your Gazebo space and Marquee stall, any litter collection and disposal is your responsibility. No art materials, left over paint etc. can be left in any bins on site, these must be taken off site.



# 2024 FESTIVAL TERMS & CONDITIONS

## DURING EVENT

All stalls must be staffed until the end of the event on each day at 6pm

No one can pack up earlier as it leads to a domino effect of others leaving and days have often been busier at the end of the day than the start in previous festivals.

All participants must be aware that they need to respect the park, its trees, plants and structures. We are liable for any damage and will be refused use of it again if left in a mess, and if we witness any damage to the park we will hold the individuals liable for this damage.

Please provide a table cover and be as creative as possible in your stall presentation. Remember a little creativity goes a long way in attracting people to come and see or buy from you. Please make sure you make your stall look the best it can - there is a prize for the best stall. Provide clear and professional signage, business cards, takeaways etc - this speaks volumes. Bring a tool kit for all eventualities, i.e. table cloth weights, card holders, hanging fixtures, extra pegs for your Gazebo etc. Please be environmentally aware and do not use single use plastic wherever possible.

## SECURITY

You can leave your art work overnight on Friday or Saturday nights as there will be security in place, however this is done at **YOUR OWN RISK**

We DO NOT have insurance for your individual art works, this is your responsibility. We do have public liability insurance in place for the event.

## MISCELLANEOUS

If you bring a dog they are your responsibility, don't forget to bring a lead and water bowl for them.

If you leave your stall unstaffed, it is your responsibility. Why not invite a friend or family to the event and get them to cover you for an hour for lunch?

All monies are your responsibility.

There are no separate changing facilities, but there are toilets located next to the Aviary Cafe. We will also be supplying Portaloo's to reduce the waiting times. We have a dedicated Artist portaloo on Riverside and Mill Gardens

You will be asked to fill in a feedback form during the weekend. Please make sure you fill this form in and speak to volunteers.



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## PUBLICITY

As a participant of our 11th Art in the Park Festival we hope you will do your part to ensure that everyone knows about it and of your involvement.

To assist in this we need you to:

Alert people of your involvement by liking our Facebook, Instagram and Twitter page and sharing this amongst your social circle, following us and sharing on Twitter and sharing Art in the Park's website with any groups, associations, family, friends, work, school etc.

Closer to the event we will email you a participant media kit with lots of advice on how to publicise yourself and Art in the Park Festival both before, during and after the event.

Do not create your own Facebook event for our festival. Please add our event to your business Facebook page.

Artist's pictures submitted may be used for future publications and publicity. Please email [admin@artinpark.co.uk](mailto:admin@artinpark.co.uk) if you have any objections regarding this.

## GENERAL TERMS AND CONDITIONS

We are a Not for Profit Community Interest Company who are reliant upon our generous volunteers to help manage and deliver the festival.

We will not tolerate any disrespectful, threatening or abusive behaviour or language to any members of the Art in the Park team. We reserve the right to ask you to leave and/or bar you from attending future Art in the Park Festivals or events should your behaviour be deemed to be unacceptable to the Art in the Park Organising Committee or Director(s).

We reserve the right to change these Terms and Conditions ("Updated Terms and Conditions") from time to time. Unless we make a change for legal or administrative reasons, we will provide reasonable advance notice before the "Updated Terms and Conditions" become effective.

You agree that we may notify you of the "Updated Terms and Conditions" by e-mail and that your participation in Art in the Park 2024 after the effective date of the "Updated Terms and Conditions" constitutes your agreement to the "Updated Terms and Conditions".

Art in the Park is brought to you by the Leamington Art in the Park Festival Community Interest Company, a not for profit company dedicated to increasing the reach and enjoyment of art in Leamington Spa and its surrounding areas, registered in England and Wales under Company number 09973595.



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## CONTACT US

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## FESTIVAL UPDATES

  [AITPLeamington](#)

 [Leamingtonartinthepark](#)

[#AITP2024](#)

[www.artinpark.co.uk](http://www.artinpark.co.uk)