

2. Terms and Conditions for Heritage Week Event Providers

Consent

The Christchurch City Council (Council) has adopted these terms and conditions to apply to your application to be a Heritage Week Event Provider (the Event).

Your application to be a Heritage Week Event Provider is governed by these terms and conditions ("Terms"). By making an application to be a Heritage Week Event Provider you agree to be bound by these Terms.

Background

The Council is responsible for the following aspects of Heritage Week:

- Coordination of entries into the Heritage Week programme
- Acting as a liaison with Heritage Week Event Providers
- Marketing and promotion of Heritage Week
- Coordinating media information
- Providing a Council Representative to act as your liaison.

Heritage Week Event Provider Obligations

You will be responsible for meeting the following conditions, should your Event be accepted as part of Heritage Week:

1. Including either the text "*in association with Beca Heritage Week 2017*" or the Heritage Week logo on any material released with the aim of publicising your event, such as posters, flyers, newspaper/magazine advertising, website promotion. For the purposes of fulfilling this obligation, the Council grants to you a non-exclusive, non-transferable licence to use the logo in association with Heritage Week 2017.
2. You will not use the Heritage Week logo without the prior written consent of the Council's Representative.
3. You will ensure that the Council's Heritage Week Project Team receives copies of all press releases, advertisements and brochures associated with your Event.
4. You must submit accurate and timely information to the Council's Heritage Week Project Team as this may be released to the media or used for promotional purposes. Any changes to the Event/s must be forwarded to the Heritage Week Project Team immediately so that online Event information remains current.
5. Ensuring that your Event delivers what is promised in the promotional material.
6. Have an Event Representative.
7. You must ensure the health and safety of participants, workers and other persons so far as is reasonably practicable. You must maintain standards of health, safety, security and environmental practice that at all times meets, or exceeds, the requirements of the Health and Safety at Work Act 2015 (as applicable) and any other applicable codes, legislation and

regulations. At the very least, site specific health and safety plans and risk assessments must be completed in advance of all Events, including a completed hazard identification and control register, any associated job safety and environmental analysis (as applicable), and an emergency response plan. These plans and assessments are the responsibility of each individual Event Provider.

8. You must provide an Event Plan to the Council Representative as part of the application process.
9. You must provide the Council Representative with a cancellation/contingency plan at least 14 (Fourteen) Business Days prior to the Event, should your proposed Event be subject to weather conditions. Heritage Week can assist with Event rescheduling/ cancellation notifications via social media.
10. You must submit a completed Event Report within four weeks following your Event to the Council Representative. The Event Report may include the following information:
 - (a) Demonstrate/Detail how you promoted your Heritage Week Event.
 - (b) Detail how many participants/spectators participated in your Event (local, national and international) in total.
 - (c) Any other relevant matters.
11. It may be a condition of your approval to hold the Event that you hold at your cost, at all times during the continuance of Heritage Week 2017, Public Liability Insurance of not less than \$2,000,000, on terms and with such insurers as the Council may reasonably require. A Public Liability Insurance Certificate must be supplied.
12. You will be responsible for managing any complaints or grievances related to your Event.