Christchurch Heritage Festival 2020
Application Guidelines

Event Application Information:

The Christchurch Heritage Festival sits as part of the Christchurch City Council’s ‘Our Heritage, Our Taonga - Heritage Strategy 2019-2029’. The Heritage Festival is produced to support the vision and mission of the Christchurch Heritage Festival.

Christchurch Heritage Festival Vision:

To make our heritage accessible to all, shared and celebrated through an annual heritage festival which engages the communities of Christchurch and Banks Peninsula. [Our Heritage, Our Taonga Heritage Strategy 2019-2029 Whāinga Goal 1/Mahinga Actions 3]

Christchurch Heritage Festival Mission:

To work in partnership with the six papatipu rūnanga and together with the communities of Christchurch and Banks Peninsula to support participation in and engagement with the Christchurch Heritage Festival.

All events need to support delivery of the Heritage Strategy’s pou. These are the values of:

- Manaakitanga – Celebrating and sharing Our Heritage, Our Taonga
- Tohungatanga – Identifying, understanding and valuing Our Heritage, Our Taonga
- Kaitiakitanga – Protecting and caring for Our Heritage, Our Taonga
- Rangatiratanga – Leadership and respect for Our Heritage, Our Taonga
- Wairuatanga – Spiritual connections with Our Heritage, Our Taonga

Events also need to align to the principles of:

- Accessibility
- Respect for all cultures and
- Heritage Conservation
ONLINE EVENT APPLICATIONS OPEN FROM: Wednesday 5 – Friday 21 August 2020

Read the following information and go to ccc.govt.nz/heritagefestival to apply to be an Event Provider for the Christchurch Heritage Festival 2020.

The Christchurch Heritage Festival provides an opportunity for a broad range of community groups, businesses and organisations to create and produce special events to celebrate our district’s heritage. Most Christchurch Heritage Festival events are managed and run by independent community event providers.

The Christchurch City Council facilitates the festival, coordinates the event applications, liaises with event providers and runs the overall administration and marketing for the Christchurch Heritage Festival. This year Christchurch Heritage Festival events will be promoted via the Christchurch City Council events website - What’s On, and other Christchurch City Council marketing avenues, and external media.

Please note that as the timeframe for planning this year’s festival is very tight due to COVID-19, we won’t be able to accept any late or incomplete applications.

KEY DATES 2020

Wed 5 – Fri 21 Aug: Event applications are open at ccc.govt.nz/heritagefestival. (Note: If you are applying for funding as part of your application your funding application will retain ‘draft’ status until after 13 August when Council is due to confirm Heritage Festival community grants funding.)

Mon 24 Aug – Fri 11 Sept: Event applications considered by the Christchurch Heritage Festival Project Team (Project Team).

Mid- Sept: Notification to applicants re event application acceptance/funding approval

Late September: Christchurch Heritage Festival marketing underway

Sat 24 Oct (Labour Weekend) – Sun 8 Nov: Christchurch Heritage Festival 2020

HOW TO APPLY

Event applications must be completed online at ccc.govt.nz/heritagefestival. This allows the Project Team to capture some of the text for use on the website.

Note: We strongly recommend that a laptop or desktop computer is used to register your event, as there are certain functionality limitations with iPads, tablets and smartphones using this web form.

To submit your application to be considered for acceptance as an Event Provider you will need to:

- Read and agree to the Christchurch Heritage Festival - Terms and Conditions for Event Providers (below).
- If you are seeking funding for your event, read and agree to the Christchurch Heritage Festival Community Grants Guidelines, which includes Terms and Conditions.
- Complete all sections of the online application form, and
- Attach an Event Plan and site map of your event.
- Attach a photo/s to be used in the promotion of your event. If possible the photo/s should be pre-formatted to the following dimensions:
  - Main image. Allowed image formats: .jpg .jpeg .png. Dimensions: 16:9 e.g. 800px wide and 450px high. Images that do not conform will be cropped to fit. Please only submit photos that can be cropped. Images should not have writing on if possible as this is not accessible for all users on all devices.
  - Thumbnail image. Allowed image formats: .jpg .jpeg .png. Dimensions: 1:1 e.g. 250x250px. Images that do not conform will be cropped to fit. Please only submit photos that can be cropped. Images should not have writing on if possible as this is not accessible for all users on all devices.
CRITERIA FOR CONSIDERING YOUR EVENT APPLICATION

The Project Team will consider a number of factors when assessing the suitability of your proposed event including:

• Does your event add value to the Christchurch Heritage Festival theme? (not compulsory)
• How does your event align with the Christchurch Heritage Festival Objectives (set out below)?
  a. To celebrate heritage as a taonga that connects our communities.
  b. To raise awareness of the value of tangible and intangible heritage as a vital component of the unique identity of the district.
  c. To be inclusive of the diversity of Christchurch and Banks Peninsula’s cultural heritage, including Ngāi Tahu and other iwi, European, Pasifika and people of all ethnic and cultural backgrounds.
  d. To engage a wide audience and provide a range of accessible opportunities to people of all ages and abilities.
  e. To focus on themes of Christchurch and Banks Peninsula’s diverse history and celebrate and acknowledge historic anniversaries and cultural commemorations.
  f. To promote community heritage events and projects as part of the Christchurch Heritage Festival.
  g. To support the creation of ongoing, accessible heritage resources.
• Have you included sufficient details in your Event Plan (including Health and Safety considerations) to demonstrate how you will run a successful and safe event?

MARKETING FOR ACCEPTED EVENTS

The event information you provide in the online application form will form the basis of the content in the What’s On event pages of the Council’s website, which the Project Team posts. The information may be reformatted and abridged. Council also uses social media and other marketing avenues to promote Christchurch Heritage Festival events.

You are required to either use the text, “in association with the Christchurch Heritage Festival 2020” or to include the Christchurch Heritage Festival badge on any marketing material which you produce for your event. The Christchurch Heritage Festival badge will be sent to all approved Christchurch Heritage Festival event providers.

We strongly encourage you to supplement the Council’s marketing with your own advertising as this results in a more successful event. You are asked to send copies of your promotional material to heritage@ccc.govt.nz.

CHRISTCHURCH HERITAGE FESTIVAL CONTACT DETAILS

Thank you for supporting the Christchurch Heritage Festival. If you have any questions please email: heritage@ccc.govt.nz

We look forward to receiving your event application soon!
**USEFUL RESOURCES**

These are guidelines for your reference only. You will need to adapt the content to suit your event:

Event Plan example: [ccc.govt.nz/heritagefestival](https://ccc.govt.nz/heritagefestival) (you can use this to help you complete the Event Plan template which you need to attach to your application)

Christchurch Heritage Festival - Terms and Conditions for Event Providers

Consent

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

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

Christchurch Heritage Festival Council Obligations

The Council is responsible for the following aspects of the Christchurch Heritage Festival:

- Coordination of entries into the Christchurch Heritage Festival programme
- Marketing, promotion and coordination of media information for the Christchurch Heritage Festival
- Providing a Council Representative to act as a liaison with Event Providers

Event Provider Obligations

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

1. Including either the text “in association with the Christchurch Heritage Festival 2020” or the Christchurch Heritage Festival logo on any material released with the aim of publicising your Event, such as posters, flyers, newspaper/magazine advertising, online promotion, emails. For the purposes of fulfilling this obligation, the Council grants to you a non-exclusive, non-transferable licence to use the logo in the format provided in association with the Christchurch Heritage Festival 2020.

2. Except as authorised by clause 1 above, you will not use the Christchurch Heritage Festival logo without the prior written consent of the Council’s Representative.

3. Ensuring that your Event and any associated publicity materials do not infringe any intellectual property or other rights of any third party. You indemnify the Council for any loss, damage, cost or expense (including legal costs on a solicitor-client basis) incurred by the Council as a result of a breach of this condition.

4. You will ensure that the Council’s Christchurch Heritage Festival Project Team (Project Team) receives copies of all press releases, advertisements and brochures associated with your Event.

5. You must submit accurate and timely information to the Project Team on request as this may be released to the media or used for promotional purposes.

6. Any proposed changes to the Event/s must be approved by the Project Team in writing. The Project Team will update the Event Guide as required for any approved changes to the Event/s.

7. Ensuring that your Event delivers what is promised in the promotional material.

8. Have an Event Representative.
9. 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 a minimum, a site specific health and safety plan (Event Plan) must be completed in advance of all Events, including a risk assessment, a completed hazard identification and control register, any associated job safety and environmental analysis (as applicable), and an emergency response plan. This plan and assessment are the responsibility of each individual Event Provider.

10. You must provide an Event Plan to the Council Representative as part of the application process.

11. 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. The Project Team can assist with Event rescheduling/cancellation notifications via social media/Council webpages.

12. On receipt you must submit a completed survey within three weeks following the end of the Heritage Festival to the Council Representative. The event survey will include the following information:

   (a) How you promoted your Event.
   (b) How many attendees were at your Event in total.
   (c) Any other relevant matters included in the survey such as any Health & Safety issues, participant feedback and/or learning points for Event Providers or the Project Team.

13. It may be a condition of the Council’s approval of your Event that you hold, at your cost, at all times during the continuance of Christchurch Heritage Festival 2020, 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.

14. You will be responsible for managing any complaints or grievances related to your Event.