



Town of Cottesloe

MUSIC FOR PLEASURE

Concert Series 2019

TOWN OF COTTESLOE NOW INVITES INTERESTED MUSICAL PERFORMERS

CONTENTS

CONTENTS.....	0
INFORMATION	2
OVERVIEW	2
HOW TO APPLY	2
EXPRESSION OF INTEREST ADVERTISING PROCESS	2
SELECTION OF PERFORMERS	2
ADVERTISING/PUBLICITY OF CONCERTS.....	3
INFORMATION KEPT ON FILE	3
PERFORMER FEEDBACK	3
AGREEMENT TO PROVIDE ENTERTAINMENT.....	4
APPLICATION FORM.....	6
PERFORMER DETAILS	6
CONTACT DETAILS.....	6
BOOKING DETAILS.....	6
ENTRY FEES	6
PREFERRED DATES	6
APPLICATION ASSESSMENT	7
ASSESSMENT CRITERIA	7
ADDRESSING ASSESSMENT CRITERIA	7
DECLARATION	7

INFORMATION

OVERVIEW

For many years the Town of Cottesloe has presented the Music for Pleasure concert series during the winter months of July and August. These concerts provide musical performers the opportunity to entertain an audience of all ages and nationalities, in historical and elegant surroundings. The concerts are a casual affair and include afternoon tea.

Date:	Each Sunday in July and August*
Time:	3:00PM – 5:00PM
Location:	War Memorial Hall, Cottesloe Civic Centre 109 Broome Street, Cottesloe WA 6011
Capacity:	156 standing or 120 seated

* Dates for 2019 concerts are yet to be confirmed, Town of Cottesloe reserves the right to not hold concerts on the dates listed.

HOW TO APPLY

Please ensure you have read all the information enclosed prior to submitting an Application Form. If you wish, when submitting your Application Form please include any supporting material.

Please return your Application Form by close of business on Monday, 22 April 2019 to Town of Cottesloe, PO Box 606, Cottesloe, 6911 or email council@cottesloe.wa.gov.au.

If you require any further information, please contact the Town on 9285 5000.

EXPRESSION OF INTEREST ADVERTISING PROCESS

Town of Cottesloe calls for applications via the Post Newspaper and through the Town of Cottesloe website and social media platforms.

SELECTION OF PERFORMERS

Applications are assessed immediately after the closing date by Council's Public Event Committee. The applications are assessed on the following basis:

- The performer's expectations for the concert (proposed aims and objectives for themselves and the Town of Cottesloe).
- The performer's ability to promote their concert and make ticket sales.
- The provision of positive previous audience support; audience numbers, ticket sales, audience feedback from any previous concert that the performer has held (Music for Pleasure Concerts or any other community oriented concert series).

The Event Committee is conscious of the need to provide a diversity of music. The Public Event Committee may choose to select two Performers to play on the same day (a set of approximately 45 minutes each with an interval in between).

When the selection process is complete a letter of invitation is sent to each successful performer offering one of their preferred performance dates, and a letter of regret is sent to each unsuccessful performer.

ADVERTISING/PUBLICITY OF CONCERTS

The performer is responsible for advertising their concert.

The Town of Cottesloe undertakes some advertising of the concerts, however it is important that the Performer understands that advertising, publicity and ticket sales are the responsibility of the performer.

The Music for Pleasure Concert Series will be advertised by the Town of Cottesloe, as follows:

- Town of Cottesloe website;
- Concert programs at Town of Cottesloe administration;
- Flyer and poster produced for the concert series;
- Post Newspaper, if published; one advertisement prior to the concert series and one during the months of the concert series.

INFORMATION KEPT ON FILE

All performers contact details are kept and maintained by the Town of Cottesloe in the Music for Pleasure database. An Application Form and Information Package are automatically mailed out to those groups/individuals listed. If do not wish to be included in the database, please advise the Town of Cottesloe, Event Coordinator.

PERFORMER FEEDBACK

The Event Coordinator is available to discuss any feedback. Feedback is valuable to the Event Coordinator and Council to plan for future improvements to the concert series and facilities.

AGREEMENT TO PROVIDE ENTERTAINMENT

1. The performer will:
 - (i) undertake such preparations as may be necessary to fulfil the engagement;
 - (ii) at no time conduct themselves in such a way as to prejudice their reputation or that of the Town of Cottesloe;
 - (iii) bear responsibility for their own tax, superannuation, travel costs, workers compensation, personal accident insurance and public liability insurance;
 - (iv) indemnify and to keep indemnified, the Town of Cottesloe from and against all actions, proceedings, claims, suits, liabilities, expenses, costs and damages incurred by the Performer in respect of or arising out of any breach of the law or non-performance of all or any of the Performer's obligations under this Agreement; and
 - (v) refrain from smoking, drinking or taking drugs during the performance and whilst on the Town of Cottesloe premises. If it is suspected by a Council officer or Elected Member that the Performer is under the influence of alcohol or drugs prior to or during the performance that officer or Elected Member may request that the Performer leave the premises immediately.
2. The performer shall undertake advertising, publicity and ticket sales. The War Memorial Town Hall is licensed to hold 156 persons standing or 120 seated; therefore the performer shall not sell any more tickets than 156, minus the number of people in the performance group. However, the performer needs to bear in mind that the audience is usually seated at Music for Pleasure concerts.
3. The performer may provide to the Town of Cottesloe (subject to availability) recent photographs, biography, press clippings or suitable material for Council's advertising purposes.
4. The performer is entitled to charge a modest fee to cover their costs (approximately \$12.00-\$18.00 adult, \$10.00-12.00 concession). The collection of the entry fee/provision of tickets is the responsibility of the performer.
5. Town of Cottesloe utilise the 'Companion Card' program for all concerts at the War Memorial Town Hall. The Companion Card is for people with a permanent disability who require attendant care support in order to attend community venues. The program entitles a second ticket to be issued free of charge to the cardholder for use by their Carer. For further information about the Companion Card program please contact the Town's Events Coordinator.
6. Where cancellation of the agreed performance is due to any default by the performer, then at the Town of Cottesloe's discretion, the Town of Cottesloe may recover from the performer the cost of any equipment hired specifically for the performer's performance.
7. In the case of illness of the performer, the Town of Cottesloe, at its discretion, may request a doctor's certificate validating said illness.
8. In the event of flood, earthquake, war or civil strife, hurricane, industrial disturbance, strike, fire, lockout, epidemic, failure or delays of scheduled transportation facilities, illness or death of the Performer or other Acts of God, or any law, order, decree, rule or regulations of any governmental authority or for any reason whether of a similar or dissimilar nature

beyond the control of the parties which in the opinion of the parties makes the performance of the Agreement undesirable or impossible, this Agreement thereupon shall terminate and there shall be no claim for damages by either party against the other.

9. The War Memorial Town Hall is equipped with the following; Stage, piano, chairs, small sound system with two portable microphones, four trestle tables and two urns.
10. Any other equipment is to be provided by the performer.
11. The Town of Cottesloe will supply tea, coffee, milo, milk, sugar, paper table cloths, wooden tea stirrers, heavy duty paper cups and serviettes.
12. The performer is to supply food for afternoon tea (e.g.: sandwiches, biscuits, cakes, savouries – whatever you would like to provide). We encourage you to consider providing some food for gluten intolerant patrons, but it is not a requirement. Under no circumstances can alcohol be served.
13. Town of Cottesloe will set up; theatre style seating for the audience, seating for performers; trestle tables with tea and coffee supplies, urns filled with water and trestle tables for food.
14. The cleaning of the hall and lounge after the event is the responsibility of the Town of Cottesloe, however performers are requested to ensure that the hall and lounge are left in a neat and tidy manner and that leftover food is either disposed of in the bins provided or taken away.
15. The arrival and set up time is to be agreed between the Event Coordinator and the Performer. The Town of Cottesloe will ensure that gates/buildings are unlocked, the alarm is disarmed and the building made accessible at the agreed time.
16. In the event that the Performer wishes to alter the agreed arrival time or is running late the Performer is to telephone to advise the appropriate Town of Cottesloe staff member.
17. The departure time is to be agreed between the Town of Cottesloe and the Performer (usually 5.30pm/6.00pm). The Town of Cottesloe will ensure that gates/buildings are locked and the alarm is armed after the departure of the Performer.
18. The Performer is to liaise exclusively with the Event Coordinator, or the Event Coordinator's nominated contact, in relation to all matters associated with the performance.



APPLICATION FORM

PERFORMER DETAILS

PERFORMER NAME: _____

NUMBER OF PERFORMERS: _____

PERFORMANCE STYLE/GENRE: _____

ADDITIONAL INFORMATION ON PERFORMANCE: _____

CONTACT DETAILS

CONTACT NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

BOOKING DETAILS

CONTACT NAME: _____

PHONE: _____

EMAIL: _____

ENTRY FEES

ADULT: \$ _____ CONCESSION: \$ _____

PREFERRED DATES

Please mark the below in priority of preferred performance date from 1 through to 8.

JULY:	<input type="checkbox"/> 7	<input type="checkbox"/> 14	<input type="checkbox"/> 21	<input type="checkbox"/> 28
AUGUST:	<input type="checkbox"/> 4	<input type="checkbox"/> 11	<input type="checkbox"/> 18	<input type="checkbox"/> 25

APPLICATION ASSESSMENT

ASSESSMENT CRITERIA

The applications are assessed on the following basis:

- The performer's expectations for the concert (proposed aims and objectives for themselves and the Town of Cottesloe).
- The performer's ability to promote their concert and make ticket sales.
- The provision of positive previous audience support (audience numbers, ticket sales, audience feedback) from any previous concert that the performer has held (Music for Pleasure Concerts or any other community oriented concert series).

ADDRESSING ASSESSMENT CRITERIA

Please provide comments relating to the assessment criteria. If required, additional pages or supporting documents can be attached to your application.

[illegible]

DECLARATION

I/We have read, understood and agree to accept and abide by the Agreement to Provide Entertainment as set out in the information package.

SIGNATURE: _____

NAME: _____ DATE: / /