



# 1 City Celebration Festival 2019

## Application Pack for Stand/Stall Holders

### This Application Pack Includes:

1. Invitation Letter
2. Registration Form
3. Code of Conduct
4. Terms and Conditions

**Saturday 23rd February 2019**  
**12pm till 4pm**  
**Curve Theatre**  
**Rutland Street | Leicester | LE1 1SB**





1 City Celebration  
EAVA FM  
111 Ross Walk  
Leicester | LE4 5HH  
07811659364  
[festival@1citycelebration.org.uk](mailto:festival@1citycelebration.org.uk)  
[www.1citycelebration.org.uk](http://www.1citycelebration.org.uk)

**Monday 10<sup>th</sup> December 2018**

Dear Neighbour

## INVITATION TO THE 1 CITY CELEBRATION FESTIVAL

CoLab2 presents "1 City Celebration" working in collaboration with EAVA FM 102.5, Takeover Radio 103.2 FM and Youth Education Project (YEP).

Firstly we would like to thank everyone who came and took part in the Festival in November 2017 as this was successful and was an amazing event with many different communities coming together. We are happy to announce the Festival will carry on for a **second time**, inviting everyone to take part once again and welcoming any new communities to join in!

The festival is **FREE** and Not for Profit. The celebration festival takes place in the heart of the Cultural Quarter of the city on **Saturday 23<sup>rd</sup> February 2019** from **12pm till 4pm** at the **Curve Theatre**, Rutland Street, Leicester, LE1 1SB.

It brings together the diverse communities, living harmoniously side-by-side. The day celebrates the heritage, culture and achievements of these communities via their history, food and traditions. Leicester has always been a diverse city since the arrival of the Caribbean and Asian communities during the fifties & sixties, over the last 20 years the City has seen communities from Somalia, the Caribbean, Spain, Italy, India, Pakistan, Poland, Cameroon and Zimbabwe plus many others, Leicester truly is a multicultural city.

On the day, each community operates a stand/stall where they provide information of their culture, we encourage communities to give away samples of their cultural food and decorate the stand/stall. There may be the possibility of having expenses reimbursed.

The festival is a celebration, so there will be a stage, where communities can showcase their national dress, dance and music along with other types of entertainment. EAVA FM 102.5 will be broadcasting live on the day from the festival.

We would very much like you to be involved and would encourage you to complete the attached registration form and return it to a member of our community engagement team who you may have been liaising with or the address/email above.

We look forward to meeting with you soon at our community meeting, date and venue to be confirmed.

Yours Faithfully

**Vijay Umrao**  
Chairman at CoLab2



**NATIONAL  
LOTTERY FUNDED**





## 1 CITY CELEBRATION FESTIVAL – CODE OF CONDUCT

CoLab2 is a Not for Profit organisation who are the organisers of the **1 City Celebration** festival. CoLab2 wants all participants whether it be individuals and organisations to showcase their community and to meet, educate and learn about the heritage of others.

To ensure all participants and visitors to the festival have an enjoyable, pleasant and memorable day, CoLab2 has put together this Code of Conduct for all participating individuals and organisations.

- 1. Behavioral Conduct** - We expect participants to display a welcoming and courteous demeanor towards everyone they come into contact with at all times at this festival without exception.
- 2. Equality and Discrimination** - Participants are expected to treat all people at the festival fairly and equally without exception despite gender, race, religion, creed, colour, age or personal ability or disability.
- 3. Money** - This festival forbids the selling of goods for monetary gain. Stands or stalls must not be sponsored by profit making companies or advertise for them without the express permission of the organiser.
- 4. Health and Safety** - Participants must demonstrate safe practice throughout the duration of the festival in accordance with Health and Safety regulations of festival organiser and venue.
- 5. Dress and Decency** - CoLab2 encourages national dress. However, participants must be appropriately attired for the festival so as not to cause offence to other participants, visitors or members of the venue's premises.
- 6. Food Allergies** - In keeping with food safety it is imperative that food allergy warning signs are clearly displayed by stand/stall holders who are intending to provide samples of food to visitors, other stand/stall holders, organisers and venue staff at the festival. Food ingredients and food hygiene certificates must be provided to the venue prior to the festival.
- 7. Legalities** - Participants are required to comply with the law at all times refraining from violence, substance abuse, theft and other unlawful acts.





## 1 CITY CELEBRATION FESTIVAL – TERMS AND CONDITIONS

1 City Celebration festival “Terms and Conditions” of stand/stall holder participation. “Organiser or Organisers” means CoLab2 working in collaboration with EAVA FM 102.5, Takeover Radio 103.2 FM and Youth Education (YEP) only for the 1 City Celebration festival 2019.

### 1.0 Booking

- 1.1 Booking a stand/stall will only be confirmed once the registration form and terms & conditions has been signed by both participate and organiser.
- 1.2 Bookings shall only be confirmed with a member of the organiser.
- 1.3 The organisers reserve the right to refuse any application to participate as stand/stall holder without being required to give any reason for refusal.
- 1.4 The stand/stall holder will uphold, ensure and adhere to and observe the organisers regulations, Code of Conduct and instructions.
- 1.5 The organisers reserve the right to vacate stand/stall holders where it is believed to be in violation of the 1 City Celebration Code of Conduct.
- 1.6 Stand/Stall holder must immediately report all accidents including minor injuries to the organisers or members of venue’s premises staff.

### 2.0 Cancellation

- 2.1 The stand/stall holder must give notice of cancellation of the booking fourteen (14) days prior to the day of the 1 City Celebration festival.

### 3.0 Use of Premises

- 3.1 The stand/stall holder and those accompanying the stand/stall holder including visitor’s assistant participants must only use the venue’s facilities for the purposes specified in the 1 City Celebration application registration form.



- 3.2 The stand/stall holder and their assistant participants and visitors must not use the facilities or behave in a manner causing nuisance, disturbance, damage, annoyance, inconvenience or interference to other stand/stall holders, visitors, organisers, venue staff and property belonging to the aforementioned.
- 3.3 The stand/stall holder shall not broadcast music from their stall. Performances must be in line with the organisers regulations and instructions and agreed at the time of participation registration agreement.
- 3.4 The stand/stall holder may record their experience, however, the organisers reserves the right to withdraw consent where it is believed to be causing nuisance, annoyance, inconvenience or inappropriate recording or photography is taking place.
- 3.5 The stand/stall holder shall not make alteration to their allocated area where extension increases the allotted space.
- 3.6 The stand/stall holder must vacate their allocated space within the specified time given by the organisers.
- 3.7 The stand/stall holder gives full consent to the participation and use in live radio broadcasting, interviews, the use of quotes, taking of photographs, movies or video. Also consent to the right to edit, use, and reuse products for non-profit purposes including use in print, on the internet and all other forms of media.
- 3.8 The stand/stall holder may not bring any inflammable or explosive materials to the festivals venue. All equipment must comply with relevant safety standards.
- 3.9 The stand/stall holder must not use the 1 City Celebration festival venue for purposes of gambling

#### **4.0 Religion**

- 4.1 The stand/stall holder must not impose their religious beliefs on other stand/stall holders, visitors, venue staff or organisers.
- 4.2 The stand/stall holder must not insult or ridicule the religion of other stand/stall holders, visitors, venue staff or organisers.

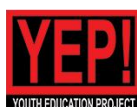
#### **5.0 Health and Safety**

- 5.1 The stand/stall holder must observe and comply with health and safety regulations.
- 5.2 The organisers reserve the right to cease the operation of the festival in case of an emergency.

#### **6.0 Emergency Services and First Aid**

- 6.1 The stand/stall holder must inform one of the organisers or venue staff in an event of unfortunate circumstances or situations endangering the life or lives of others at the festival.

#### **7.0 Terms and Conditions**



7.1 The stand/stall holder shall comply with items within these terms and conditions.

**8.0 Events Beyond Reasonable Control**

8.1 The organisers shall not be in breach of these terms, nor liable for any failure to perform any of the obligations within this agreement due to adverse event, act, omission or accident which happens beyond the organisers reasonable control including, but not limited to, flood, earthquake, extreme adverse weather conditions, natural disasters, other unexplainable acts, acts of terrorism, interruption or fire, electric power, gas, water or other utility service, plant machinery, computers, vehicles or any collapse of building structures close to the venue.

**I agree to these terms and conditions and I accept responsibility for participating in this festival as a stand /stall holder for the 1 City Celebration festival 2019.**

**STAND/STALL HOLDER DECLARATION**

Name (Block Capitals): .....

Signature: .....

Name of Organisation: .....

Date: .....

**ORGANISER DECLARATION**

Name (Block Capitals): .....

Signature: .....

Position within 1 City Celebration: .....

Date: .....





## 1 CITY CELEBRATION FESTIVAL – REGISTRATION FORM

<b>Full Name</b>	
<b>Organisation</b>	
<b>Mobile Number</b>	
<b>Landline Number</b>	
<b>Address</b>	
<b>Email Address</b>	
<b>Cultural Group</b>	
<b>What would you be doing at the festival?</b>	
<b>What support would you require at the festival?</b>	
<b>Any other information</b>	

