

**Expression of Interest Activities /Workshop/ Event Booking Form**

Please complete all the following sections not greyed out and return this form to the Charity Administrator by the deadline specified

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| --- | --- |
| Artist / Organiser Name*(Your name to be used for publicity i.e. how would you like to be known)* |  |
| Contact Details*(Your contact details. For artist-led events this may be used for publicity, please state if any of these should not be used for publicity purposes)* | Actual Name (if different from above):Phone/mobile: Email Address:Website / social media links: |
| Short Bio*(Tell us about yourself including credentials, experience or major achievements. This information may be used on our website/socials to promote you and your activity)* |  |
| Event / Workshop Title*(What is the title for the activity/ event?)* |  |
| Select Type of Event*(Which type of activities/events are you interested in delivering?)* | [ ] Artist-led [ x ] Centre-led [ ] Both***Note:*** *If you plan to run further workshops in addition to the Creative Taster Sessions, please also select one of the two other options* |
| Topic/Media*(What is the main topic or media used in this event?)* |  |
| Activity/Event Description*(Provide a full description/short paragraph about the activity/event and state how you envisage it will meet with our criteria. Some of this info may be used for the website and other promotional material)* |  |
| Days/Dates & Times*(State all desired/preferred dates/times for your activity/ events, including year – see guideline time slots)* | Days/Date(s):Time(s):Year: 202\_***Please note:*** *all activities must complete by 28th February 2025* |
| Participants*(state how many people can participate in your activity per session)* |  |
| Duration*(How long is the event in hours and/or how many sessions)* | Length: \_\_ hours Number of sessions: |
| Target Audience*(What kind of audience are you hoping to attend the event? Tick all that apply)* | [ ] All ages[ ] Under 18’s [ ] Students/Teens | [ ] Adults Only (Over 18’s)[ ] Vulnerable/Disabled/Special Needs[ ] Retired/ElderlySpecific Demographic or Other Please state: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| DBS & PLI*(Delete options as applicable and indicate if you will send with these with this form or provide them later)* | Are you DBS checked?Yes/No/Don’t knowAttached/Will provide later | Do you have PLI?Yes/NoAttached/Will provide later |
| Type of Event*(Select/state type of event. Tick all that apply)* | [ ] Traditional Skills[ ] Hobbyist / Leisure[ ] Educational[ ] Environmental[ ] Heritage[ ] Social / Cultural[ ] VIP / Special invite OnlyOther – please state: | [ ] Arts & Crafts[ ] Demonstration[ ] Workshop[ ] Talk/Presentation[ ] Performance  (e.g. music, dance, theatre, film)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Fees/Ticket Price*(Please state your fees. Price is for each session delivered)* | Fix Rate fee to be paid is £135 per session |
| Materials/additional costs | £\_\_\_\_60\_\_\_\_\_\_ per session (included in Fixed Rate fee above) |
| Travel costs | £ \_\_\_0.00\_\_\_\_\_ per session (included in Fixed Rate fee above) |
| Confirmation of T&C’s*(Delete options as applicable)* | I have read and agree the terms and conditions for this Centre-led funded activity as set out in the guidelines provided **Yes/No** |
| Special Requirements *(Please state if there are any special requirements e.g. access needs, use of equipment, room setup , health & safety, risk assessment etc for your event)* |  |
| Equal Opportunities*(This information is kept confidential)* | **Gender/Pronouns:** Prefer not to say [ ] Female [ ] Male [ ] Other please state\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Age:** \_\_\_\_ yrsDo you consider yourself to have a disability? [ ] Yes [ ] NoIf yes, please give details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Ethnic Origin:** Prefer not to say [ ] Asian British + [ ] Bangladeshi [ ] Indian [ ] Pakistan [ ] OtherBlack British + [ ] African [ ] Caribbean [ ] OtherWhite + [ ] British [ ] Irish [ ] OtherOther – please state: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Nationality:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Please send your completed form with **2-3 images for advertising/promotion & copy of DBS Check & PLI** by email to **Emma at** **arts@castleparkarts.co.uk**. For further information or enquiries please contact **Emma (Charity Administrator)** on **01928 735832** during opening times or email arts@castleparkarts.co.uk.

Castle Park Arts Centre, Off Fountain Lane, Frodsham, Cheshire WA6 6SE Tel: 01928 735832 [www.castleparkarts.co.uk](http://www.castleparkarts.co.uk/)

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