

*FAIR 2019*

**CONDITIONS TO ORGANISE, SET UP AND OPERATE**

**A FAMILY PAVILION**

1. The organiser shall at all times have in force a Public Liability Insurance against any loss or injury which may occur to any property or to any person in an amount of not less than One million pounds (£1,000,000) for the duration of the Fair, including the preparation, set up and clearing of the pavilion. The applicant shall produce to the Gibraltar Cultural Services (hereinafter the GCS) the policy or policies of insurance and receipts evidencing the payment of all the relevant premiums at the time that the application is approved and at any other time that these are requested by GCS.
2. The pavilion is to be decorated and furnished (with sufficient number of tables and chairs) to a reasonable standard as agreed with, and within the location stipulated by, GCS.
3. The programme of events and entertainment is to be provided with signed confirmation of their participation with the application. Details (and prices) of bar and catering facilities (to include tea, coffee and fritters), must also be provided and approved beforehand with GCS. Intended marketing details must be specified in the application.
4. The order of the programme including the duration of each event shall be arrived at in consultation between the Chief Executive Officer (hereinafter the CEO) and the Organiser not less than **four weeks before the event**.
5. All publicity material must be approved by the CEO no later than **four weeks prior to the event**.
6. The Organiser shall provide backstage premises and be solely responsible for all backstage arrangements required during the event including changing room facilities and the security of all the performers.
7. The Organiser shall provide their own storage facility for the duration of the event.
8. Details of any stage design (including an artist's impression) and props that will be used shall be submitted by the Organiser with the application.
9. The Organiser shall make all logistical arrangements associated with the event including the assembly, dismantling and storage of any staging, equipment and any other associated paraphernalia.
10. The Organiser shall be solely responsible for all Performing Rights Society fees pertaining to the event and copies of receipt are required, before the event. The Organiser will also apply for an Entertainment License, no later that **four weeks prior to the event**, and shall abide by all conditions set by the Royal Gibraltar Police and City Fire & Rescue Service.
11. The Organiser shall hold weekly meetings with the CEO (from the day the tender is awarded to the day of the event) in order to keep the CEO abreast of Pre-Event Arrangements. Additionally they will need to keep abreast the SDGG who are the organisers of the Fair 2019.

12. Work on the setting up of the pavilion will commence on Friday 16<sup>th</sup> August 2019 and must be completely ready for use on Tuesday 20<sup>th</sup> August 2019.
13. The pavilion and its immediately surrounding area must be kept in a clean and tidy condition throughout the duration of the Fair, including the preparation, set up and clearing of pavilion.
14. Any rubbish must be properly deposited inside the bins provided at the sites.
15. Details and mobile numbers of a person responsible must be provided in case of an emergency.
16. The organiser must ensure compliance with all the Health & Safety, Food & Hygiene and all other relevant legislation.
17. Applicants must fill in all appropriate forms duly endorsed by the Environmental Agency, once the application is approved.
18. The organiser will need to acquire the relevant permits and/or licences from the relevant Authorities for their proposed services and activities. These permits and/or licences must be produced to GCS before the commencement of the setting up of the pavilion.
19. The pavilion must be completely dismantled and the site left clear and in a clean state by Monday 2<sup>nd</sup> September 2019. Any damage to the site will have to be made good by the organiser at his/her own expense.
- 20. The area provided to the Organiser for the Pavilion will be 40m x 20m and for Churros 21m x 5m (this may subject to change). Family Pavilion must have a marquee of 40m x15m.**
21. A fee of £1000 is levied for the pavilion's bar and catering services and £500 for a fritters' stall (Registered Charities are exempted).
22. Gibraltar Cultural Services does not make themselves responsible for any loss, theft or damage that the pavilion may suffer.