

Christchurch Heritage Festival 2023

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

How the festival runs:

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

The Christchurch City Council facilitates the festival through coordinating event applications, liaising with event providers and running the overall administration and marketing of the festival. Christchurch Heritage Festival events are promoted via the Council events website - What's On, a printed guide, and a range of other Council and external media.

Read the following information and go to ccc.govt.nz/heritagefestival to apply to be an Event Provider for the Christchurch Heritage Festival 2023.

Event applications are open online: 8 May to 11 June 2023

Key Dates 2023

Early May – mid June: Event applications are [open](#).

Mid - late June: Event applications reviewed by the Christchurch Heritage Festival Project Team (Project Team).

Early July: Notification to applicants re event application acceptance/grant approval.

July/August: Printed guide compiled and events loaded into What's On website by the Project Team.

Early September: Council's Heritage Festival marketing begins.

Fri 6 – Mon 23 October (Labour Day): Christchurch Heritage Festival 2023.

How to Apply

Event applications must be completed [online](#). This allows the Project Team to capture 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 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).
- For grant funding, read and agree to the Christchurch Heritage Festival Community Grants Guidelines, which includes Terms and Conditions (available at ccc.govt.nz/heritagefestival).
- Complete all sections of the online application form. See [Application Checklist](#) before you begin.
- Attach a Health and Safety Plan for your event, and
- Attach a photo to be used in the promotion of your event. You must have permission to use any image you submit. The image will be used on the What's On website and may be used in other print and online media including but not limited to; printed guide, newspapers and social media.

Criteria for Considering Your Event Application

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

- How does your event align with the Christchurch Heritage Festival Objectives?
 - 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.

- Does your event add value to the Christchurch Heritage Festival 2023 theme? (note: it is not compulsory to relate to the theme)
- Have you included sufficient details in your Health and Safety Plan to demonstrate how you will run a successful and safe event?
- Events may not be accepted into the programme where the following criteria apply:
 - a. Private functions
 - b. Events that denigrate, exclude or offend parts of the Community
 - c. Events that pose significant risk to the public or the Council
 - d. Events at which the primary purpose is to promote religious ministry, political objectives, commercial or profit-oriented interests
 - e. Event providers who have breached agreements with the Council

Marketing for Accepted Events

The event information you provide in the online application form will form the basis of the content for the What's On website event entry which the Project Team posts, and the content in the printed guide. The information may be reformatted and abridged.

Once your event has been accepted into the programme you are required to either use the text, "in association with the Christchurch Heritage Festival 2023" 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. If you would like to discuss your event application prior to applying please let us know as we are happy to talk to you about your event. We look forward to hearing from you!

Useful Resources

- Health and Safety Plan example and template: ccc.govt.nz/heritagefestival (you can use these to help you complete the Health and Safety Plan which you need to attach to your application)
- Health and Safety Management Planning: ccc.govt.nz/news-and-events/running-an-event/event-permits/health-and-safety-management-plan/

Use of public space

If your event is planned for a park, reserve or other public space you will need to consider if you need to book the space or apply for an event permit. It is your responsibility to apply to the Council for any permit or booking to use a public space. For further information: [Running an event: Christchurch City Council](#). To book a space that does not require a permit contact the Christchurch City Council call centre: 03 941 8999.

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 2023*” 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 2023.
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 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 a Health and Safety 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 the Christchurch Heritage Festival, 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.