

Event Host Information Pack 2020



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Dear prospective event host,

Thank you for taking an interest in running an event for the Nelson Heritage Festival in April 2020.

We are really looking forward to a wealth of ideas from the community and some great ideas have already come forward.

Please use this information pack as a guide to planning your event and making an application for its inclusion in the programme.

If you want to talk directly to someone about your event idea before or after you make your application, please contact me at the details below. I would absolutely love to hear from you no matter how small or under development your idea may be.

To make an application to add an event to the program first fill in an event application here:

<http://www.nelson.govt.nz/recreation/festivals-and-events/heritage-festival/event-application/event-host-application/>

Then and only if you wish to apply for grant funding, fill in a grant fund application here:

<http://www.nelson.govt.nz/recreation/festivals-and-events/heritage-festival/event-application/heritage-event-funding-application/>

Once again, thanks for your interest in getting involved in the Nelson Heritage Festival.

Tom Ransom

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Programme Inclusion Criteria/Advice

For Nelson Heritage Festival event applications to be accepted and added to the 2020 programme the following suitability criteria must be met:

1. Events should be on a heritage theme.
2. Events should be available for the public to attend. Event hosts can charge for events and have a booking system to control numbers, but no "invite only" events will be added to the programme.
3. Events should be located in the Nelson City Council rates boundary.

OR:

If not located within the Nelson City Council rates boundary, applications must be:

- On a heritage theme
 - Self-financing (no event grant funding applied for)
 - Not for profit
 - Within half an hour's travel from Nelson City CBD.
4. An online application form should be submitted on the Nelson City Council website by the closing date.
 5. Events should be run/organised by the applying event host.
 6. Event hosts agree to be responsible for carrying out health and safety risk assessments and shall provide a copy of their event risk assessment forms to Council.
 7. Event hosts agree to Council marketing the Nelson Heritage Festival programme and their event as part of that.
 8. Inclusion in the Nelson Heritage Festival programme is at the discretion of Nelson City Council and assessed by Council's selection panel.

Especially Favoured Characteristics:

In 2020, applications that achieve either of the following characteristics will be looked on particularly favourably:

1. Events that celebrate or mark Māori heritage and that have undergone appropriate consultation with Iwi/Māori heritage interest groups.
2. Events that celebrate aspects of non-European immigrant heritage stories.
3. Events that are specifically designed to attract audiences that are under 50 years old.
4. Events that are requesting zero to \$500 grant funding.

Event Grant Funding Criteria/Advice

The grant funding for events in the Nelson Heritage Festival is all about partnership and joint contributions. A grant fund from Council can be paid to event hosts to assist with delivering events, if they can show a similar degree of investment in time or money from their side.

In recognition that some people cannot put up cash funds this "match funding" model allows voluntary time to be valued at \$20 an hour as matching, alongside any funds you may have.

Grant funds are often oversubscribed. Grant applications can be as small as you like. Often just a few hundred dollars may take away your barriers to running an event. The upper end of grant payouts is limited to around \$2000 per event, but at that figure, an event accommodating significant numbers of people (over 500) or complexity will be expected.

Grant funded event hosts can in addition, set a charge for participants to their event, however a condition of the grant is to share all accounts with Council. Grant funded events should not make significant profit (after costs) for organisers. If profit is derived, this must be managed in either of the following ways:

- The organiser agrees to "pay forward" the profit by declaring it as cash input to any future Nelson Heritage Festival grant fund applications.
- The organiser agrees to donate the profit to a heritage based charitable trust.

The following funding criteria will be considered by Council before agreeing to provide funding:

1. Events must have a heritage focus and must provide a public benefit and be open to members of the public within the Nelson City Council boundaries or benefitting Nelson residents.
2. Funded partners must be prepared to sign a Community Grant Agreement with Council and share their accounts for the event. (Contact Tom to see an example of a grant agreement)
3. A preference will be given for projects/activities which show an element of working in partnership, both toward funding and delivery. This may include working with other not-for-profit organizations, funders or sponsors.
4. Preference will be given to projects/activities that meet one or more of the above "Especially Favoured Characteristics."

5. Successful applicants must acknowledge Nelson City Council's support in promotional material wherever possible.

6. Other factors that will be considered are:

- The degree to which the event meets the above especially favoured characteristics.
- The value of the project to the community in comparison with the cost to Council.
- The size of the event and its reach, particularly the potential type and number of the events audience.
- The degree of match funding provided by the event host.
- The level of wider community involvement in the project.
- The past achievements or potential of the event host in managing events.
- Contribution to other Council policies/strategies.

What won't be funded?

- Activities held outside the Nelson City Council administration area.
- Political parties.
- Duplication of existing public or private programmes operating close to each other.
- Purchase or improvement of privately owned facilities.
- Activities already completed. No retrospective funding.
- Public services that are the responsibility of central government (e.g. core education, primary health care).
- Private events.

Risk Management Advice

Every event should undertake a risk assessment. The key aims of risk assessment are to prioritise the risks – i.e. rank them in order of seriousness and plan how to make all risks small by either eliminating the hazard altogether; or if this is not possible, controlling the risks so that harm is unlikely.

Step 1: Identify hazards, i.e. anything that may cause harm.

When considering the hazards associated with your event make sure that you consider setting up and packing out after the event as well as the event itself.

Step 2: Decide who may be harmed, and how.

How serious are the consequences if someone does get hurt?

Step 3: Assess the risks and take action.

Consider how likely it is that each hazard could cause harm. This will determine whether or not you should put controls in place to reduce the level of risk. What are those controls?

Step 4: Make a record of the findings.

This record should include details of any hazards noted in the risk assessment, and action taken to reduce or eliminate risk. This record provides proof that the assessment was carried out. The risk assessment is a working document. You should be able to read it. It should not be locked away in a cupboard.

Step 5: Review the risk assessment.

If your event is running for multiple days or sessions you should review at a toolbox meeting it to make sure any controls are in place and working and that nothing has been missed.

Each venue and event will have its own hazards. Some potential hazards that you could consider are:

Vehicles. *Movement during set up and event? Parking?*

Trips & slips. Cables, uneven ground, stairs?

Lifting. E.g. heavy or awkward items

Equipment in use. Electrical? Heat e.g. BBQ or heat guns?

Capacity for visitors. E.g. confined spaces?

Hygiene. Food safety? Toilets?

Environmental. Sun? Rain? Cold?

Fire or earthquake. What are the emergency procedures? Evacuation?

Accidents. First Aid available?

This risk management plan should make the basis for the health & safety briefing you give your crew before the event. Remember to keep a record of who has been briefed.

See a template of a health and safety risk assessment and a risk matrix below as a suggestion of how to present your risk assessment paperwork. This completed template should be presented to Council once you receive confirmation of having your event in the programme.

Action Plan (where controls are not effective, additional controls must be put in place):						

Competencies/Training/Qualifications Required:

Equipment and PPE Required:

Equipment Maintenance and/or Pre-Start Checks Required:

**Please provide evidence of training, Equipment Maintenance Records, Pre-Start Checks, and Safe Operating Procedures if relevant*

SIGN OFF (by all involved in the project/event/activity):

CONSEQUENCES	LIKELIHOOD of the given consequence occurring
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Minor injury requiring only first aid or less	Serious injury on one person requiring medical treatment	Notifiable injury of workers or public	Single fatality of workers or public	Multiple fatalities of workers or public				
Insignificant(1)	Minor (2)	Moderate (3)	Major (4)	Extreme (5)	Descriptor	Qualitative guidance statement	Indicative Probability range %	Indicative frequency range (years)
Medium (5)	Medium (10)	High (15)	Very High (20)	Very High (25)	Almost certain (5)	The consequence can be expected in most circumstances OR <i>A very low level of confidence/information</i>	>90%	>1 occurrence per year
Medium (4)	Medium (8)	High (12)	High (16)	Very High (20)	Likely (4)	The consequence will quite commonly occur OR <i>A low level of confidence/information</i>	20% - 90%	Once per 1-5 years
Low (3)	Medium (6)	Medium (9)	High (12)	High (15)	Possible (3)	The consequence may occur occasionally <i>A moderate level of confidence/information</i>	10% - 20%	Once per 5-10 years
Very Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)	Unlikely (2)	The consequence may occur only infrequently <i>A high level of confidence/information</i>	2% - 10%	Once per 10 - 50 years
Very Low (1)	Very Low (2)	Low (3)	Medium (4)	Medium (5)	Rare (1)	The consequence may occur only in exceptional circumstances <i>A very high level of confidence/information</i>	<2%	Less than once per 50 years

Communications and Marketing Advice

Nelson City Council will be spending at least \$20,000 in promoting and marketing the Nelson Heritage Festival.

Promotions and advertisements may be undertaken in a number of ways including:

- Adverts/editorial pieces/ stories in local newspapers
- Adverts and editorial pieces on local radio stations
- Displays and posters in Nelson City Council buildings including libraries
- Promotions associated with a Nelson Heritage Festival webpage on Nelson City Council's website.
- Social media activity.
- Articles/stories in Our Nelson.
- Listings in It's On.
- Nelson Heritage Festival programme printing and distribution.
- Plus lots more...

You do not necessarily need to carry out any promotions or publicity yourself. However if you do, Nelson City Council would like to hear about what you are planning. This should be signalled in the online event application form and by sharing the Communications Plan template below.

Brand logos and guidelines for the Nelson Heritage Festival will be provided by Council and users must use logos/branding in compliance of any brand guidelines.

See a template of a basic Communications Plan below. If you are doing your own promotions, this completed template should be presented to Council once you receive confirmation of having your event in the programme.

