



## KIDSFEST TERMS & CONDITIONS

If you are accepted as a KidsFest event provider ("You", "Your") you will agree to the following:

- Agree that Christchurch City Council ("CCC") and the KidsFest Trust provide overall coordination, administration and marketing of KidsFest.
  - Ensure your event is well-organised in a professional manner that ensures health & safety, accessibility and comfort for the participants, workers and other persons, and with due consideration for public safety, and suitability for the age group.
  - Ensure that your event opens on time and delivers advertised promises.
  - Agree you are responsible for ensuring all your event information on your website and brochure listing is correct and well presented.
  - Agree to upload and manage your own event ticket listings and bookings. CCC will not take bookings on behalf of you or any event providers. You must ensure that you do not take bookings prior to 1 June 2018.
  - If your event is subject to weather conditions, you should have a cancellation/contingency plan prepared so you can deal with customers should you have to cancel or postpone the event. KidsFest can assist with notifications via Social Media.
  - Your event must have adequate staffing and facilities. Venue facilities such as toilets and hand basins are essential and are not to be within a private home. You should also consider parking and accessibility for participants with disabilities.
  - No dogs/animals are to be on site unless they are directly related to the event. Dogs must be tied up and away from event participants if not part of the event activity.
  - Caregivers are compulsory for all children attending events age 7 and under, space/seating must be provided to accommodate caregivers when required.
  - KidsFest expects the age of event providers/staff/helpers/volunteers to be 16+ if they are in a position of responsibility or responsible for the care of children.
  - You shall be responsible for vetting all of your staff/helpers/volunteers associated with your event.
  - Agree to include the KidsFest logo on any marketing material released with the aim of publicising your event as part of KidsFest, in line with KidsFest brand guidelines.
  - Agree to complete an Event Summary form after your event to let us know how your event went, including participation numbers and other feedback KidsFest requires.
  - If requested by CCC, you will take out and maintain at your own cost, at all times during the continuance of these Terms and Conditions, Public Liability insurance for an amount to be determined by CCC at its sole discretion. All such insurance shall be on such terms and with such insurers as CCC may reasonably require. You shall, if requested by CCC, provide CCC with written evidence that such insurance is in force.
  - You must ensure the health and safety of participants, workers and other persons so far as is reasonably practicable in accordance with the Health and Safety at Work Act 2015 and any other applicable codes and legislation. Site specific health and safety plans and risk assessments should be completed in advance of all events, including a completed hazard identification and control register, any associated job safety and environmental analysis (as applicable), and an emergency response plan. These plans and assessments are the responsibility of each individual event organiser. Further information on the Health and Safety at Work Act 2015, health and safety plans and templates is available at [www.worksafe.govt.nz](http://www.worksafe.govt.nz).
  - You will be responsible for managing any complaints or grievances related to your event.
- NOTE: CCC reserves the right to exclude any event provider from subsequent KidsFest festivals in the event of any breach of these Terms and Conditions