



### **Connect! - event plan submission and competition terms and conditions for venues.**

1. The Connect! competition shall be open to members of the public to vote on the morning of Friday 1<sup>st</sup> May 2015 and shall close on Saturday 16 May 2015.
2. The Connect! competition is an online only vote – no paper votes shall count towards the final count, only votes cast through the online widgets.
3. By entering the competition, venues (or staff and volunteers of the organisation submitting the event plan) together with any other member of the public involved (all such persons being referred to as 'venue') hereby agree to be bound by these rules and by any competition instructions.
4. By entering the competition, venues agree that should they win they will open their venue or a part of their venue to host an artist-led Museums at Night event on one evening of Friday 30<sup>th</sup> or Saturday 31<sup>st</sup> October 2015.
5. You may only submit one event plan per venue site relating to one artist, unless you are specifically invited by Culture24 to apply for a different artist.
6. You may submit an event proposal on behalf of a partnership consisting of more than one venue or organisation. If your partnership is chosen to go forward to the competition you must choose one venue or one over-arching name by which your bid shall be known throughout the competition stage - this name will be used in your section of the polling widget. E.g. New Town Museum (Should **New Town Museum** and **New Town Gallery** combine). If your partnership wins the competition you must supply Culture24 with one lead name and one set of contact details for the person who will be responsible on behalf of the partnership for liaising with Culture24 and the artist/s throughout the remainder of the project.
7. Your Museums at Night event featuring a Connect! artist must either be free to the public, or tickets should be priced at a cost-recovery level.
8. If your event plan goes through to the public voting stage you agree to update your venue record in Culture24's Direct Data Entry system, ensuring your opening hours, venue description and collections are accurately described and that you upload an image representing your venue.

9. Event plan must be submitted in accordance with the competition instructions. They are invalid if they are received any later than the specified closing time.
10. The event plan submission period will close at 5pm on Friday 20 March 2015 and any events submitted after this time and date will not be counted.
11. The venue that wins each artist will be chosen in accordance with the public vote.
12. Whether or not you win an artist through Connect!, your Museums at Night event listing must be registered in Culture24's database together with an image representing your event.
13. You agree to abide by the Connect! consumer [terms and conditions of the competition](#) by which audiences register their vote.
14. Each venue that wins the competition must guarantee to spend a minimum of £830 on the event. This must be evidenced in the form of a spreadsheet accounting for the expenditure on a line by line basis. Match funding may consist of any expenditure that relates to the event including but not limited to; staff time, equipment hire, payments to contractors, refreshments, travel relating to the event, photographic or film documentation etc. Match funding may not consist of any expenditure already covered by the project budget including; artist fees and expenses or costs paid for by the £3,000 grant.
15. If after the public vote stage you win the artist you applied for, the bursary of £3,000 (VAT not applicable) will be paid in arrears on completion of the event on supply of a valid invoice and expenditure evidence spreadsheet to: Sandra Murphy, Office & Finance Manager, Culture 24, Office 4, 28 Kensington Street, Brighton, BN1 4AJ
16. If after the public vote stage you do not win the artist you applied for and you run an alternative Museums at Night event which you register in Culture24's DDE database, the bursary of £300 for 2<sup>nd</sup> placed venues (VAT not applicable) or £200 for 3<sup>rd</sup> and £100 for 4<sup>th</sup> and 5<sup>th</sup> placed venues (VAT not applicable) will be paid in arrears on completion of the event on supply of a valid invoice to: Sandra Murphy, Office & Finance Manager, Culture 24, Office 4, 28 Kensington Street, Brighton, BN1 4AJ
17. In the event your venue cancels the event with no legitimate reason the fee will not be paid. If the event is cancelled due to unforeseen and unavoidable circumstances all reasonable expenses incurred will be reimbursed.
18. All the artists' accommodation, travel and food expenses will be paid directly by Culture24. Artists' materials for the event must be bought using the £3,000 winners' bursary.
19. Culture24 will not be liable for any circumstances beyond its reasonable control that prevent the competition being fulfilled, a winner or winners being chosen, or any prize being taken up or fully enjoyed by a winner. Culture24 excludes liability to the extent permitted by law for any cost, claims or losses howsoever caused that arise by reason of any venue's entry into a competition or the award, or non-award, to them of a prize.

20. In the event of a tie between two venues both with an equal number of public votes Culture24 will choose an outright winner and their decision will be final and no correspondence will be entered into.
21. Culture24 will never share voters' contact information with any organisation unless authorised to do so by the voter. Any personal data passed on to the venues must be used according to [Culture24's privacy policy and competition terms and conditions](#). The contact details captured by Culture24 will only be passed on to the specific venue for which the voter cast their vote.
22. Some voters must be entered into a ballot to win tickets to the venue's Museums at Night event, although the number is at the venue's discretion.
23. Winning venues must provide the facilities required by the artist for the safe and effective delivery of the event. Culture24 will liaise between the venue and artist to make sure the venue is aware of any equipment or facilities the artist requires. Please provide the artist with a private space and soft drinks.
24. Winning venues must provide someone to facilitate, and if necessary moderate the event. This may include introducing the artist, leading a Q&A session and general event management.
25. Culture24's decision is final in every situation including any not covered above and no correspondence will be entered into.
26. Culture24 reserves the right to cancel the competition, amend or waive the rules and disqualify any entry at any stage, if deemed necessary in their opinion and if circumstances arise outside of their control.
27. Direct contact will also be made with all winning venues by the Culture24 team and winning venues will be publically announced on the Culture24 website.
28. By entering the competition your venue agrees that the event will be promoted via a national marketing campaign, run by Culture24, and that you agree to cooperate fully with this campaign, making relevant people available for interview, providing images where necessary and allowing press and photographers access to their venue and event by prior arrangement.
29. By entering the competition your venue agrees to fill in an evaluation form after the event and distribute feedback forms to attendees at the event as part of Culture24's evaluation of Connect!.
30. When submitting an event plan into the competition venues are deemed to have accepted these rules and agree to be bound by them. Venues must comply with all rules to be eligible for the prizes.

31. Culture24 reserves the right to amend these rules where necessary. It is the responsibility of venues to keep themselves informed as to any updates of these rules, and they acknowledge that any failure to comply with these rules could lead to their disqualification without reasons being given or opportunity for challenge.
  
32. These rules are subject to English law and the exclusive jurisdiction of the English Courts.