

People's Fund application terms and conditions for venues.

1. By applying for funding, venues (or staff and volunteers of the organisation submitting the event plan) hereby agree to be bound by these rules.
2. The fund is open to all UK-based cultural and heritage organisations that are not already in receipt of funding from a Culture24 run project.
3. You may only submit one event proposal per venue site.
4. By applying to the fund, you agree that should you receive funding you will open your venue or a part of your venue to host a Museums at Night event on one evening of **Thursday 27th, Friday 28th or Saturday 29th October 2016.**
5. Your event must either be free to the public, or tickets should be priced at cost-recovery level.
6. 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.
7. The application period will close at **5pm on 1 August 2016** and any applications submitted after this time and date will not be counted.
8. If you are chosen to receive funding, £100 (inc VAT if 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
9. 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 up to £100 will be reimbursed.
10. Culture24's decision is final in every situation including any not covered above and Culture24 are not required to enter into any correspondence regarding the decision.
11. Direct contact will also be made with all funded venues by the Culture24 team and funded venues will be publically announced on the Culture24 website.
12. By receiving funding 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.
13. When submitting an event proposal 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 funding.
14. Culture24 reserves the right to amend these terms and conditions where necessary. It is the responsibility of venues to keep themselves informed as to any updates, and they acknowledge that any failure to comply could lead to the removal of funding without reasons being given or opportunity for challenge.
15. These rules are subject to English law and the exclusive jurisdiction of the English Courts.