

Useful Contacts & Information

Licencing

It is essential that you check well in advance that there is sufficient licencing in place to cover the type of project/event you are holding in the venue where you are holding it, and for the time you want it to happen. You will also need to ensure that you have budgeted for the cost of the licence(s) if one is required – a temporary event licence costs £21.

If your project/event is taking place at an established performance venue, a village hall or community centre, check with their manager to see whether the licencing for the venue will cover your project/event.

Licencing information and application forms are available on the Allerdale Borough Council website at www.allerdale.gov.uk. On the left hand menu, click on 'Your Council', then on the new left hand menu, click on 'Licencing'. The application forms appear at the bottom of the page – look for the form called ALL21.

If you have any further questions about licencing, contact:

Gillian Collinson, Senior Landcharges and Licencing Officer, Allerdale Borough Council
Email: gillian.collinson@allerdale.gov.uk Tel: 01900 702692

Health and Safety

It is important that you contact Environmental Health (which covers health and safety, food safety, pollution, employees and members of the public) at Allerdale Borough Council to notify them of projects you are organising. This is essential if your project is:

- taking place on Council land or in Council premises and/or
- will have an impact upon the people of Allerdale.

If your project is due to take place on land/at premises owned by Allerdale Borough Council, it is essential that you have an agreement in place. Failure to arrange this could result in the cancellation of your project/event. For larger projects, you may be required to carry out a risk assessment. Information and advice is available on the Allerdale Borough Council website.

For risk assessment advice contact:

Email: steven.white@allerdale.gov.uk Tel: 01900 702599

For food and health safety contact:

Email: environmental.health@allerdale.gov.uk Tel: 01900 702590

For environmental protection, contact:

Email: environmental.protection@allerdale.gov.uk Tel: 01900 702580

Insurance

The cost of insurance for any project/event should not be overlooked.

Artists will require different types of insurance:

- **Public liability insurance** covers claims arising due to injuries or damage to members of the public during and arising from the project/event
- **Employers liability insurance** to cover claims arising due to injuries or damage to employees, and possibly if volunteers are involved. Employers will usually be covered by their employer's indemnity insurance, but this should be checked beforehand.
- **Personal and accident insurance**
- **Material damage insurance** against loss or damage to the artist's equipment, materials or artworks
- **Professional indemnity insurance** to cover professional negligence arising out of design defects or advice given

Self-employed artists will usually be responsible for arranging their own insurance, and organisers of projects and events should obtain evidence of this from the artist prior to the start of a project/event. It is quite often more cost effective to arrange an annual policy rather than one off policies for specific projects.

The Arts Council have a range of information sheets available including some guidance about insurance. To download a copy go to:

http://www.artscouncil.org.uk/publications/information_sheets.php

Alternatively you can visit the general website <http://www.artscouncil.org.uk> and search the site using keywords, or you can telephone the Arts Council on: 0845 300 6200.

Due to the wide range of activities that insurance could be required for, it is not possible to give an estimate of insurance costs. It is possible to obtain an illustrative quotation on the internet at sites such as:

<http://www.portwood.co.uk/public-liability-insurance-building-trade.htm>

<http://www.pd-business-insurance.co.uk/business-directory/listing.asp?bdid=11>

However, finding a policy should be done in consultation with a broker who can provide advice relevant to the circumstances and requirements.

Funding Opportunities

If you require match funding or additional funding for your project, you can try contacting one of the following organisations. For further advice please contact an Arts Development Officer.

- 1) Cumbria Community Foundation
6b Lakeland Business Park, Cockermouth, Cumbria CA13 1QT.
Tel: 01900 825760
Various grant schemes are available, including the Allerdale Community Fund.
Speak to them for more info about which grant scheme your project will best fit into.
Awards vary, but usually up to approx £5,000.

- 2) Awards for All
2 St James' Gate, Newcastle Upon Tyne NE1 4BE
Tel: 0191 376 1600
Web: www.awardsforall.org.uk
Email: general.enquiries@awardsforall.org.uk
Awards for All gives grants of between £300 and £10,000 for people to take part in art, sport, heritage and community activities, and projects that promote education, the environment and health in the local community.

- 3) Neighbourhood Forum
Allerdale Allerdale Area Office, Workington Library, Vulcan's Lane, Workington, CA14 2ND
Tel: 01900 325011 Fax: 01900 32501
Web: www.cumbria.gov.uk/neighbourhoodforums
Small grants for community and voluntary groups or individuals.

- 4) Arts Council England, North West
Manchester House, 22 Bridge Street, Manchester, M3 3AB
Tel: 0845 300 6200
Web: www.artscouncil.org.uk/funding/gfta.php
Grants For the Arts are for individuals, arts organisations and other people who use the arts in their work. They are for arts-related activities that benefit people in England or that help artists and arts organisations in England to carry out their work.