

# Botanic Gardens of Adelaide

## EVENT PROPOSAL – MUSICAL PERFORMANCE

The Botanic Gardens of Adelaide continues to encourage the performance of music within the Gardens and therefore has a commitment to excellence, innovation and diversity in-keeping with the environmental and horticultural significance of the site.

In an effort to facilitate musical performance applications the following standards should be considered when making a submission.

Musical performance proposals will be judged on the following criteria:

- Standard of excellence and innovation
- Integrity of work
- Relevance and appropriateness of work to the site
- Consistency with the Gardens' current objectives and environmental policies
- Consideration of public safety and access to the site
- Consideration of maintenance and durability
- Evidence of a funding source and satisfactory budget
- Project timeline

Your application will be considered depending on the nature of the proposed performance and the approval process may also involve, but is not limited to, further discussions with the artist/s and an impact assessment to be conducted by Garden staff.

Sufficient time should be allocated when submitting your proposal as additional requirements may extend the approval time. This could impact upon other tasks involved with your submission such as grant applications or marketing plans.

Please note that Letters of Support will not be supplied for funding applications until after the proposal has been approved. Submission of an application in the first instance is not a guarantee of approval.

### Applicant's contact details

Contact name: .....

Address:.....

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Telephone:..... Mobile:..... Fax:.....

Email:.....

## Eligibility criteria

Please answer the following questions to determine your eligibility. (please circle)

Are you willing to enter into a contract with the Botanic Gardens of Adelaide and State Herbarium? Yes No

Are you willing to provide a bond against any additional costs or damage that may be incurred by you or your staff/contractors? Yes No

If the performance is approved are you prepared to supply proof of public liability insurance to the value of \$10,000,000? Yes No

If the performance will result in commercial gains for the artist/s are you prepared to pay a site fee to the Botanic Gardens of Adelaide? Yes No

Are you able to provide, if requested at a later date, a detailed budget demonstrating the ability to deliver the performance throughout the performance period to the standard required by the Botanic Gardens of Adelaide? Yes No

Are you willing to fund any additional staff costs that may be incurred by the Botanic Gardens of Adelaide as a direct result of the performance? Yes No

Are you able to provide a detailed site plan (if required) closer to the date of the performance? Yes No

Are you able to provide a detailed plan of bump in/out closer to the date of the performance? Yes No

Are you able to provide logo recognition to the Gardens on all marketing and promotional materials, if applicable? Yes No

Are you able to provide complimentary tickets to any launch events or to the performance itself, if ticketed? Yes No

Are you willing to participate in the Gardens' community education programmes if required? Yes No

If you answered **NO** to any of the above questions your submission may be ineligible Yes No

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Do you require sponsorship funding from the Botanic Gardens of Adelaide? Yes No

Do you require any free services from Garden staff during bump in or during the performance period? eg. Access after hours Yes No

Do you require Botanic Gardens of Adelaide assistance in the supply of marketing or promotional materials? eg. design/print of posters Yes No

Do you require unlimited vehicle access to the Garden? Yes No

If you answered **YES** to any of the above questions your submission may be ineligible

Proposed name of musical performance:

Name of artist/s:

Proposed date/s: *requested date/s of event or period of performance*

Garden: *please select which garden the performance is occurring in*

Adelaide	Mount Lofty	Wittunga
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Proposed site/s: *name of exact site or area of performance (mark on map if necessary) eg. Nelumbo Pond, Palm House – please note that the Gardens have a number of wedding sites which may be in use during proposed dates. Artists may need to reconsider the performance's exact location depending on the usage of that site.*

Artist/s biography: *brief resume of artist/s*

**Project description**

Project concept: *brief description of the proposed performance*

Suitability of event to the BGA: *outline how the project suits the principles and objectives of the Gardens (for more information please refer to: <http://www.environment.sa.gov.au/botanicgardens/pdfs/stratplan.pdf> )*

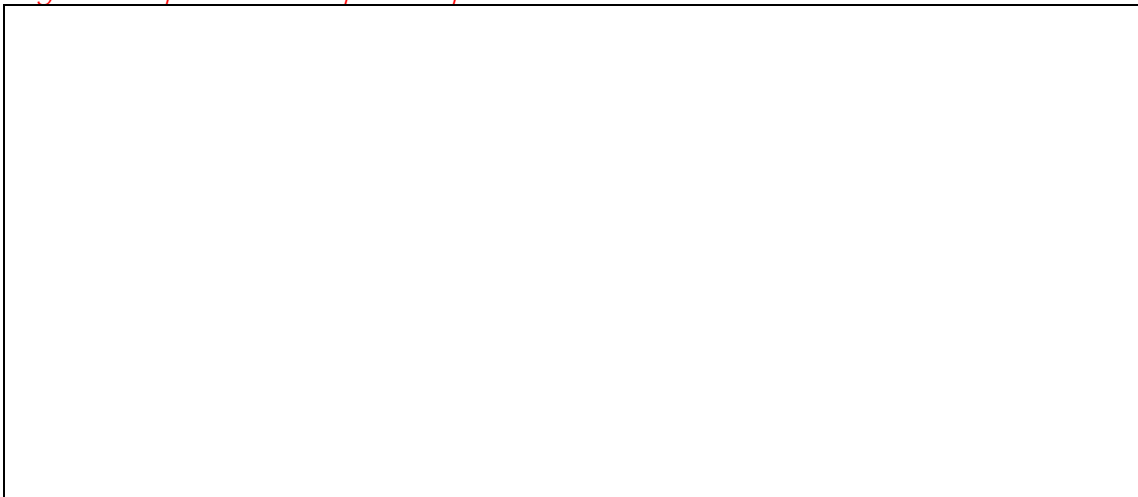
Artists' objectives: *outline the artists' reason/s for the performance in the Garden*

Target audience: *outline general public/particular music appreciation group/age group*

Set up: *outline how the performance will be set up at the site. Include a site map where possible showing how much space the performance and any staging etc will take up.*



Impact: *outline the impact the performance will have on the Garden. Take into account the Gardens' main purpose as a horticultural institution and a public garden eg. will the performance prevent public access etc?*



**Performance**

Date/s: *date/s for bump in/out*

Proposed site: *exact location of performance eg. lawn area next to edge of Nelumbo Pond*

Mode and materials: *outline the number of people to be involved, access requirements, time allocated for bump in/out and performance. List the materials to be used in the set up eg. Trolleys, lighting towers*

Impact: *outline the impact the performance itself will have on the Garden and staff eg. requirement for staff assistance etc.*

Service/Maintenance: *outline any ongoing maintenance or upkeep of performance site to be undertaken by the artist/s. Include any equipment to be used eg. Staging equipment*

**Marketing**

Promotional material: *outline the artists' marketing plan including brochures/posters, distribution etc*

Signage: *outline what directional signage is to be provided by the artist/s. List materials, installation and placement*

Related/simultaneous events: *outline any events (date, location, brief description) that are directly related to the proposed performance eg. cd launch*

Launch: *outline if a launch event is proposed as part of the performance. Briefly describe type of event, approx no. of invitees, date, location*

***Attach:***

*Photos of previous performances  
Samples of previous music (if possible)*