

Cygnets Folk Festival

PERFORMER GUIDELINES & GENERAL INFORMATION



How to Apply

All applications to perform at the Cygnets Folk Festival must be made via the online application form on the website www.cygnetsfolkfestival.org. If this is not possible, please contact us.

Applications open 25 April 2017

Applications close 15 June 2017

Unfortunately, we cannot accept late applications under any circumstances.

Contact Us

Programming and application enquiries

Ground transport and billeting enquiries

All other enquiries

perform@cygnetsfolkfestival.org

performerservices@cygnetsfolkfestival.org

info@cygnetsfolkfestival.org

Support Material

All support material must be submitted via the online application form and/or posted to:

Programming
Cygnets Folk Festival
29 MacFarlane St
South Hobart TAS 7004

Please post within 7 days of submitting your application. Support material will not be returned.

The Application Process

Step 1: Application (April-June)

You will be asked to provide the minimum information required to assess your application. Once your application has been submitted you will be able to return to the form to update/edit your application. You will not be able to update/edit your application after the 15th of June.

Step 2: Online Contract (August)

If your act is selected, you will be required to complete an online contract confirming acceptance of the contract terms. A PDF copy of the contract will be provided to the primary act contact.

Step 3: Act Info Form (September)

If your act is selected, we will ask you to complete an online form which will be emailed to you. This form includes your production requirements, stage plan, payment details, upload of your invoice, public liability insurance and ground transport and billeting requirements if applicable.

Promotional Material

It is a condition of performing at the Cygnets Folk Festival that any promotional images and other promotional material provided by you may be used for Festival marketing during the year and over the Festival weekend in program material and promotions, in print, television, radio, internet, newspaper and newsletter media, as part of promotional marketing that may benefit performers and the Festival.

Selection Advice

1. Returning Performers

Generally, we give priority to acts that have not performed at the Festival more than twice in any three-year period, to give other acts from the overwhelming number that apply a fair go.

Generally, international and interstate acts will not be programmed in two consecutive years, but this is not a rule cast in stone. We may make an exception where an act fits a hard-to-fill niche or presents something new and innovative (such as interesting themed concerts and presentations).

2. Type of Material

As an indication, but not a rule, we are looking for acts that cover the very broad range of "folk" or acoustic music which includes everything from bush ballads and "roots" music to world music, to original song-writing and from story-telling to circus and dance music of a variety of styles.

3. Type of Performance

We are always looking for acts that can offer something just that little bit special or extra. Versatility and innovation are our two favourite words! Concert performances are the feature of the Festival but we are always on the lookout for something more! We're particularly interested in anyone who can cover more than one genre, can offer an unusual and interesting workshop, MC services, themed presentations and shows.

If entertaining kids is a passion we would be interested in hearing from you, particularly if you offer both adult concert performances as well as kids shows.

4. Performance Availability

We prefer to programme acts/performers who are available for the entire duration of the Festival and are prepared to perform up to 3-4 times during the Festival.

We encourage impromptu collaborations.

5. Performance Fee

The Cygnet Folk Festival is a non-profit community based organisation and registered charity. Any profits that the Festival may make are applied to staging the event each year.

We are proud that year after year visiting artists experience Cygnet as a unique, friendly and joyful event and are keen to return, even though, as a small regional event with a limited budget, the performance fees we can offer are low.

We invite you to enter your proposed fee, however, we acknowledge that we are frequently unable to pay you what you're truly worth. In that case, we would invite you to join the list of performers who have adjusted their fee downward for the opportunity of being part of the Cygnet experience.

The Festival of course, covers all venue, sound engineering and advertising costs.

We do not provide travel and accommodation expenses over and above your requested fee. However, we do offer billet accommodation and local transfers from Hobart CBD for interstate and international acts. Tasmanian performers who have been assigned weekend passes are offered free camping at the Burtons Reserve campground.

The following provides an indication of the act remuneration generally paid for the whole Festival, not per performance (this is usual for all Australian folk festivals). For this fee we expect artists to be available for the whole of the Festival. You are welcome to ask for a higher fee but this gives you an idea of what we are expecting and is acceptable within our budget.

Fee Guidelines:

- Tasmanian acts: Single artist - \$100, Duo - \$150, Band - \$200 to \$600 dependent on the number of members plus weekend passes for performers.
- Tasmanian dance groups/choirs/large community performance groups: Up to \$150 or season tickets. A day pass is provided for members if performances are on one day only.
- Interstate acts: Artists might like to consider the base fees for local artists and then add the travelling costs to arrive at a figure. We are aware that many of you quote even below this which is much appreciated and makes it possible to book a greater range and number of acts.
- International acts: Fees are negotiable but in general the offered fee can range anywhere between \$500 and \$4000 dependent on the number of artists in the act, suitability and appeal to the Festival. Airfares are not provided by the Festival. Artists are responsible for arranging their own visas, transport to and from the Festival.

6. Support Material Requirements

We look for recordings as well as website/YouTube/MySpace/CD performances that really reflect how you would sound on a Cygnet Festival stage. Massive production or a flash backing band may make you sound great, but if you're applying as a solo performer, we'd like to get some idea how you sound solo. Conversely, if you are proposing to have some accompanying musicians, please include them or similar support on the recording submitted. **IMPORTANT NOTE – FACEBOOK LINKS ARE NOT ACCEPTABLE**

Payment of Performance Fee

If you are selected to perform, you will be required to provide an invoice as follows:

- If you are registered for GST, please upload a tax invoice, clearly showing the total amount of your performance fee and the amount of GST as a separate item.
- If you are not registered for GST but have an ABN, please upload an invoice quoting your ABN, stating you are not registered for GST and clearly showing the agreed amount of your performance fee.
- If you do not have an ABN, you will need to download the provided Statement by a Supplier, sign and upload. This information is required by the Australian Taxation Office.
- We regret that if you neither supply an ABN nor complete this statement, we are required by law to deduct 49% of your fee and remit it to the Australian Tax Office.
- Direct debit payment will be made within 5 business days of the Festival closing date.

Public Liability Insurance

It is a requirement of the Festival's public liability insurance that all members of a paid act must be covered by either an "act" policy which clearly states that all members of the act are covered or each individual member must have their own insurance cover. Proof of public liability insurance will be required as part of the contract acceptance process.

If you do not already have insurance cover, please let us know ASAP. You may also like to investigate insurance options with Folk Alliance at folkalliance.org.au or Duck for Cover at duckforcover.com.au

Exclusivity

Unless otherwise agreed in writing with the Festival organisers, interstate and international performers agree not to accept any performance engagements within a 100km radius of Hobart during the period 31 December up to and including the final day of the Festival.

Merchandise

- CDs and merchandise can be registered and taken into stock by the staff of the Festival Shop.
- The Festival Shop will arrange for your CDs and merchandise to be sold at the Festival Shop and you may promote and/or sell CDs and merchandise at your concerts but not from the stage.
- All CDs and merchandise sold through the Festival Shop must be sold for a set price.
- The CFF will retain a 15% commission on the total sales of all CDs and merchandise sold from the Festival Shop.
- Performers are welcome to sell and sign their CDs at performances, but not from the stock tendered to the Festival Shop.
- **Payment:** All payments to performers for CDs and merchandise sold by the Festival Shop will be made through the formal reconciliation process at the Festival Shop.

Festival Shop

Festival Shop hours are 10.00am – 6.30pm on the Friday, Saturday and Sunday of the Festival. The Festival Shop is equipped with EFTPOS facilities.

International Acts

As much as we would love to bring performers from overseas, our budget simply won't stretch to international airfares. However, if you are planning to tour in Australia in January, please contact us as we would love to hear from you. We are fortunate that as our festival is in the Australian summer, it is often a peak touring time for International artists.

Festival Passes

Free passes are offered to performers only. It is not possible to provide free passes to partners, children, band managers or entourage. (The Festival provides venue coordinators, MCs, sound engineers and operators.)

IMPORTANT: The number and type of passes available to each Act is at the discretion of the Committee, based on the number of performers in the Act, the availability of passes, and the number of performances by the Act at the Festival.

Partner/Child Tickets:

- A discounted ticket for your spouse/partner may be purchased through the Festival website at the current concession price at the time of purchase. Tickets are available from 1 September.
- Children 0-5 are free.
- Children 6 to 15, please refer to the Festival website for details of ticket prices.

Performer Names

Please include all artists in your act in the performer section of the application. Any names not included in the application may not be eligible for festival passes.

Ground Transport (International and Interstate Performers only)

The Festival does not pay travel costs.

Free bus services are provided by the Festival for arrival transfers from Hobart CBD to Cygnet and for departures to Hobart CBD and/or Hobart Airport. The Festival bus timetable will be advised in September.

We recommend you book flights early and take advantage of discounted airline fares which could save you hundreds of dollars.

1. Transport from Hobart Airport to Hobart CBD

Redline Hobart Airporter shuttles meet each flight and drop off at the Hobart Information Centre which is next door to the Lark Distillery. The Festival cannot cover the cost of these transfers, however we have negotiated a discount for Festival travellers. Confirmed performers will receive an email with instructions to book your discounted tickets.

2. To Cygnet from Hobart CBD

Free Festival buses will depart from the [Lark Distillery in Hobart CBD](#) as per the bus schedule. The Lark is next door to the Redline airport shuttle Info Centre/Somerset on Pier drop off point.

3. To/from Festival Venues

For performers billeted in homes not in walking distance to Festival venues, transport may be provided by the billet host or by Festival mini buses. In December, itineraries will be emailed to all acts which will include details of the transport options available for each billet.

4. From Cygnet to Hobart CBD or Hobart Airport

Free Festival bus services will run between Cygnet and the Lark Distillery in Hobart and from Cygnet directly to the airport. Buses will depart from George St, Cygnet – behind St James Catholic College as per the bus schedule.

Accommodation

Festival Camp Ground – Burtons Reserve

All performers with weekend passes are welcome to bring a tent and camping gear and camp free of charge in the Burtons Reserve Festival camp ground. Burtons Reserve is located on the edge of the Cygnet waterways and is in easy walking distance to all venues.

Camping in the Festival camp grounds is available from the Thursday prior to the Festival until the Monday afternoon immediately following the Festival and cannot be extended beyond these times.

Please note that free camping passes for spouses/partners are not available. See the website for further information on camping ticket prices and camping facilities.

IMPORTANT: The Festival receives special permission to use the Burtons Reserve bird sanctuary for camping. The whole of Burtons Reserve has been declared a prohibited area for dogs under section 22 of the Dog Control Act 2000, to protect sensitive habitat for native wildlife.

Commercial Accommodation

The cost of commercial accommodation cannot be covered by the Festival. If you prefer to arrange your own accommodation, there is limited commercial accommodation available close to the Festival which you can browse on the Festival website. We strongly recommend you book early.

International and Interstate Performers – Billet Accommodation

If you don't wish to camp in our beautiful Burtons Reserve Festival camp ground on the edge of Port Cygnet Bay, there is limited billet accommodation, including breakfast, available for international and interstate performers only through the hospitality of local residents. Where possible this may include partners and dependant children. Normally, billet accommodation is available for a maximum of 3 x nights being the Friday, Saturday and Sunday nights of the Festival.

IMPORTANT: If you require accommodation for additional nights you will need to make your own arrangements at your cost.

No dogs or other pets are allowed.

You should bring the following if you are being billeted:

- Towel
- Personal toiletries

Performing at the Cygnet Folk Festival

None of our venues have a capacity greater than 400 people, so if you are more accustomed to packing out Carnegie Hall or the Grande at Woodford, then performing in Cygnet will be a very intimate and personal experience. You'll find that while our audiences may be smaller they make up for it in warmth and responsiveness.

Stage Information

- Each venue has a venue coordinator and MC assigned.
- All amplified venues have Festival technical staff – you do not need to bring your own sound crew or front of house staff.
- It is not possible to do an extensive sound check before performances. Our experienced sound crews will carry out line checks and provide their expertise during your performance.
- Backline equipment consists of a drum kit, a guitar amp (fender twin or similar), a bass rig and weighted keyboard. If you are a Tasmanian act, we ask you to bring your own backline if possible.
- Stage power is supplied on all stages but you need to bring your own power supply and cables for electronic gear, pedals etc., and international power converters if required.
- Performers need to supply their own jack-to-jack leads for guitars and fresh batteries.

Concert Scheduling

Our MCs run each concert tightly to the Program schedule. This means that you must:

- Check in with the venue coordinator or MC at least 30 minutes before you are due to perform.
- Be prepared for an efficient change-over. If you tune up on stage, you will be eating into your own performance time.

Registration

Please register as soon as you arrive in Cygnet at the Performers Registration Centre open at the following times:

| Thu | Fri | Sat |
|-----------|-----------|-----------|
| 2pm - 5pm | 9am - 9pm | 9am - 1pm |

Act leaders should collect their information pack at this time.

Each act will receive one free printed program booklet in which you will find a map of the town to help you find your way around. If you want to buy further copies of the program booklet, do so at the Festival Shop just a few doors away.

All performers will be given their Festival wristbands at registration and if you are camping you will also receive a camping wristband.

Partners who are buying their weekend pass must go to the Box Office. However, we advise pre-purchasing these online to avoid disappointment in the case of the event selling out. Camping tickets will likely sell out in advance and if this happens we cannot sell any extra tickets so please make sure to

book early. Camping is permitted in authorised areas only. Please book your tickets through the Festival website at <http://cygnetfolkfestival.org/>

Instrument Lockup

This service is free of charge on the basis of "all care, no responsibility". Opening hours are:

- Thursday - 5pm – 9pm
- Friday, Saturday, Sunday - 9am to midnight
- Monday – 6am – 10am

Box Office Hours

The Festival Box Office at St James College opening hours are:

- Friday & Saturday - 9am to 9pm
- Sunday - 9am to 5pm

APRA Forms

You will be supplied with APRA (Australian Performing Rights Association) forms which need to be completed and returned to the venue coordinator at each concert before leaving each venue.

Emergencies

St John Ambulance volunteers are on hand throughout the Festival and are located in Carmel Hall on Mary St.

Meals

There are restaurants, cafes and food stalls located around Cygnet.