**Terms and Conditions**

* Festival events should be scheduled between 1 October 2016 and 10 October 2016.
* All groups and organisations holding events as part of the Spirit of Manchester Festival must be a member of Macc. Membership is free; further details and the application form are available at: [www.macc.org.uk/becomeamember](http://www.macc.org.uk/becomeamember).
* Macc’s role is focused on facilitating and promoting the Festival as a whole; we cannot guarantee the success of each individual Festival event. Events are completely in the organisation’s control to plan and host, as well as to promote to their networks.
* Macc will provide basic branding to all participating organisations to ensure that all events are seen in the wider context of the Spirit of Manchester Festival. Organisations should incorporate the Festival logo into their promotional material and mention that their event is part of the Spirit of Manchester Festival in any publicity.
* Events should showcase the talent and creativity of the group and the people involved. Members/users/staff/volunteers of the organisation must organise and host events; professionals should not be hired to organise or stage an event.
* Organisations should use their own premises as the venue for events where possible. Festival events should be held within the City of Manchester boundaries.
* Events should be admission free, unless a small cost is necessary and justified. Any admission charged must be reasonable and clearly stated on all promotional material.
* If any proceeds are generated as a result of hosting an event, these must be re-invested back into the organisation and/or associated activities. Please ensure that all participants and attendees are made aware of how any proceeds will be invested.
* Organisations should report back to Macc with feedback on the success of events, both representing the views of the organisation and attendees. This should include photos, numbers of attendees and how much money was raised during participation in the Festival. Macc will use this information to report on the Festival, share stories and photos and to improve future Spirit of Manchester Festivals.