

2022 Winter Festival  
Entertainment Rules, Regulations, and Guidelines  
Application Deadline: October 1, 2022

1. To be considered to perform, please complete the enclosed application, including the liability disclaimer and stage plot and return by the October 1<sup>st</sup> deadline. Please mail to Winter Festival Planning Committee, Tallahassee Parks, Recreation & Neighborhood Affairs (hereinafter PRNA), 1201 Myers Park Drive, Bldg. #1205. **Or Email to Robin.McKay@talgov.com**
2. Due to stage limitations and number of applications received, not all applications can be accepted.
3. Please be prepared to submit a CD, if requested.
4. Previous performers are not guaranteed a performance spot from year to year.
5. The Winter Festival Planning Committee and Entertainment Chairman will have final determination of time of performance and stage placement for all acts.
6. If selected to perform, please be available to perform anytime between 3:00-10:00 pm on Saturday, December 3, 2022.
7. If you want to set up a table to sell your Cd's, etc. (please check 'yes' or 'no' on the application), you will be responsible for bringing your own table, chairs, battery-operated lighting and salespeople.
8. Children's acts will be assigned earlier performance times.
9. In keeping with the festive atmosphere of the event, the Planning Committee requests that all entertainers be in holiday attire during their performance – Santa hats, holiday costumes, holiday colors. **Please, no Santa costumes.**
10. Royalties, union fees, welfare, insurance, taxes, personal expenditures, operating or travel expenses and any other obligations are a part of the cost of production and are the responsibility of the artist; therefore, the City of Tallahassee and the Winter Festival shall not be responsible for payment of these obligations.
11. Due to flooring restrictions and safety issues, steel-toed shoes, tap shoes, clogging shoes and bare feet will NOT be permitted on the **Showmobile**. No exceptions.
12. If selected, your participation as a Winter Festival entertainer constitutes permission to use your name(s), likeness(es) and voice(s) for future advertising and publicity without compensation. PRNA reserves the right to photograph/videotape facilities, activities and program participants for potential future use. All photographs/footage will remain the property of the PRNA and may be used for publicity or promotion purposes only.
13. Please stay on schedule so that other performers may enter the stage, set up and play their assigned performance slot and exit for the next group. If you are late, you may risk losing your performance slot.
14. The City of Tallahassee, its employees, event sponsors and volunteers are not responsible for your personal negligence, damage to your equipment, theft (including merchandise for sale), or personal bodily injury to you or your fellow entertainers, your employees, your representatives, your volunteers or your guests while participating in the Winter Festival. This includes traveling to and from the event, pre-event set up, during the event, and post-event tear down.
15. If you are selected and realize that you will not be able to perform, please notify the Planning Committee as soon as possible so that your time can be allotted to another group.
16. Please retain a copy of your completed application package and Rules & Regulations for your review.

The PRNA reserves the right to photograph/videotape facilities, activities, and program participants for potential future use without compensation. All photos/footage will remain the property of the Tallahassee Parks and Recreation Department and may be used for publicity or promotion purposes only  
**IMPORTANT NOTICE:** Due to the Homeland Security Advisory System, all activities, events, and Winter Festival components are subject to change or cancellation. Notification of changes or cancellations will be submitted accordingly.

If a person with a disability requires an accommodation to participate or if special seating arrangements are needed, requests must be made to the event coordinator seventy-two (72) hours prior to the event.

**2022 ENTERTAINMENT APPLICATION**  
**Application Deadline: October 1, 2022**

**Please print or type:**

Group/Performer: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell: \_\_\_\_\_ Email (preferred): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Type of Act (Music, Dance, Theater, Other): \_\_\_\_\_

Description of your music: \_\_\_\_\_

Number of Performers in group: \_\_\_\_\_ Will you be selling your CD's, etc. on site? Yes \_\_\_ No \_\_\_

Please describe your group, your performance, and stage size requests. This important information will determine on which stage your act will be placed. Please use additional paper, if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list past performances: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I (print name), \_\_\_\_\_ (Applicant/Authorized Representative), hereby acknowledge that I have read the Rules and Regulations associated with being an entertainer at the Winter Festival and have thereby duly informed all entry participants (my fellow entertainers, employees, volunteers, representatives, agents, etc.) of said Rules and Regulations, and agree that Applicant and all participants in this entry will heed all Winter Festival Committee rules and regulations and directives, whether written or oral, and all applicable laws and ordinances.

\_\_\_\_\_  
Signature, Applicant/Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Festival Date: Saturday, December 3, 2022~~ 3:00pm-10:00pm

Please mail applications to:

Robin McKay, Winter Festival Planning Committee

Winter Festival Entertainment

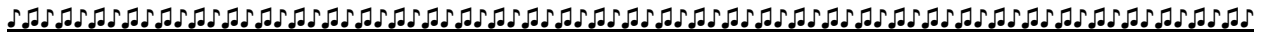
1201 Myers Park Drive

Tallahassee, FL 32301

Web: talgov.com

Or send completed application via email: Robin.McKay@talgov.com

\*\*\*\*\*Office use only: Application received: \_\_\_\_\_, 2022\*\*\*\*\*



**City of Tallahassee  
Winter Festival – A Celebration of Lights, Music and the Arts  
Liability Disclaimer**

The City of Tallahassee Winter Festival does not provide liability insurance for the protection of participants, spectators, merchants or others who participate in Winter Festival activities.

In consideration of being permitted to participate in such activity, the participant does hereby release and forever discharge the City of Tallahassee, its officers, officials, employees and agents, jointly and severally from any and all actions, cause of action, claims and demands for, upon or by reason of any damage, loss or injury, which hereafter may be sustained by participants, merchants, spectators, or others in consequence of participating in City of Tallahassee Winter Festival activities. This waiver and release expressly include any action, cause of action, claim or demand based upon any act, omission or negligence by the City of Tallahassee its officers, officials, employees or agents.

This release extends and applies to, covers and includes all unknown, unforeseen, unanticipated and unsuspected injuries, damages, loss and liability and the consequences thereof, as well as those now disclosed and known to exist. The provisions of any state, federal, local or territorial law or statute providing in substance that releases shall not extend to claims, demands, injuries or damages which are unknown or unsuspected to the person executing such release at the time of such execution, are hereby expressly waived.

The participant agrees on behalf of its assigns to indemnify the City of Tallahassee, its officers, officials, employees and agents and all members and officials of the Winter Festival Committee, jointly and severally, and to hold the same harmless from and against any and all actions, claims, demands and liabilities, loss, damages and expense of whatever kind or nature, including attorney fees, which may at any time be incurred by them or claimed against them by reason or participant’s negligence or willful misconduct during its participation in the Winter Festival.

\_\_\_\_\_  
Signature, Authorized Representative/Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print, Authorized Representative/Applicant

\_\_\_\_\_  
Cell

\_\_\_\_\_  
Signature, Parent or Legal Guardian, if under 18

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print, Parent or Legal Guardian, if under 18

\_\_\_\_\_  
Phone

**BAND/ENTERTAINER:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**Back Stage**

**Front Stage**

Please draw your stage set up as simply and clearly as possible, showing where amps, drums and musicians will be placed. To suggest microphone placement(s), please use the following key:

**Key for Stage Plot**

V = VOCAL MIC  
 I = INSTRUMENT MIC  
 DI = DIRECT INPUTS

Number of Members in group	Number of Vocal Microphones:	Number of Instrument Microphones:	Number of Direct Inputs:

**IMPORTANT:** For some performers, there will be a manager’s/representative’s meeting on Tuesday, November 29th between 5:00 pm-6:30 pm. The meeting will be held in the Tallahassee Parks, Recreation and Neighborhood Affairs Building #1205 (the old Easter Seals Bldg.) at 1201 Myers Park Drive. **You will be notified if you are required to attend.** Be sure to have a representative from your group attend this very important meeting. Staging maps, load in/load out permits and other pertinent information regarding your performance will be handed out at this meeting. If you are not required to attend the meeting, your permits and maps will be mailed to you. Questions? Call Robin McKay, Planning Committee at (850) 901-4657 or email: [Robin.McKay@talgov.com](mailto:Robin.McKay@talgov.com)