



Leicester  
City Council

For internal use only by Members Support Team:

Unique reference number \_\_\_\_\_

Date scanned in \_\_\_\_\_

*This application will be considered as (please circle):*

Ward Action Plan

Community Cohesion

Ward Community Fund

## Ward Meeting Grant Application Form

1. Name of Ward(s) to which you are applying for funding

Westcotes

2. Name of your project/proposal

Oxjam Leicester Takeover

3. Name of group or person making the application

Samuel Taylor

4. Detailed description of proposal. Please tell us:

Oxjam is a subsidiary of Oxfam, which aims to raise money through music related events. My main focus as Regional Manager is to organise and produce a city takeover event that will take place on the 23rd of October. The Leicester event will run in conjunction with similar takeover events in around 35 cities across the UK. By the term city takeover, we will "takeover" 9 venues (of which Obar is one) over one day. Throughout the day (and evening) these venues will provide a roster of bands and artists, ideally each loosely catering to a style or genre. Attendees will purchase a wristband that will gain them access to all the venues involved. The focus is to engage the immediate community, whilst raising money and awareness for a much larger cause. Local music, global impact. As Oxfam is one of the largest charity organisations in the world, and will be supporting the event through their marketing channels, we anticipate a national interest. This in turn should provide a platform to promote local talent. The core team will also be

organising a number of fundraising events to provide money for resource to produce the event. We will also be encouraging local people to organise music fundraising events to raise money directly for Oxfam for which we will offer our full support (although these events will not provide money to help produce the takeover, we can utilise them to promote the event and will factor them into the marketing strategy). The festival is now in its second year and was a success previously. As the new manager, I hope to build upon that success and move it to the next level.

Our strategy is to focus the event around Braunstone Gate during the day into the early evening of October the 23rd 2010 (the event will then spill out into some key venues in the city centre). The venues we have approached have all been specifically chosen for their proximity, reputation and commitment to the local music scene and wider community as a whole. To this end we are working with the council to close the road. The reasons for this being -

- Safety (This is tantamount, as there could potentially be a high volume of people congregating in this area and we feel our responsibility is to their safety and well-being above all else)
- Community (The pedestrianisation would create an environment whereby we could produce an event that would appeal to the community; embracing all age groups and backgrounds. We believe this would provide a tangible sense of unity for all in attendance)
- Culture (The closure would enable us to develop a program of varied, vibrant music and entertainment that would compliment each other, creating a synergy that would be inclusive to the full and rich diversity that Leicester has to offer. This in turn should generate positive media interest that should benefit the area.)
- Legacy (We fully believe that the success of this event will provide a legacy, both culturally and economically, that Leicester can be proud of, not forgetting the underlying cause; raising money for a worthy charity.)

Myself and my team, and all the people who will be consequently be involved are all local residents who volunteer our time. We are excited at the prospect of providing a colourful, music-rich and memorable event that created for the people by the people. All the money raised will help combat global injustice.

The cost of the road closure is a high one, and one that as a charity we can not cover. It looks like we have the funding to cover the cost of the traffic management from the council, but need to cover the cost of the public liability in order for the council to give us the full go ahead. It is to cover the cost of this that we are placing the bid.

5. Have you attached any supporting information? YES  NO   
(Please tick)

6. Does your organisation have audited accounts? YES  NO   
(Please tick)

*If yes please submit your latest set*

7. Does your organisation have a constitution? YES  NO   
(Please tick)

*If yes please submit your constitution*

8. How much are you applying to the Ward Meeting(s) for?

£612.50

9. Please show each item of expenditure and say whether it is an estimate or an actual cost. Costings should be as accurate as possible and in most cases be based on quotes. If it is an actual cost please provide quotes and any other written confirmation. In the final column please show which elements of your project you are applying to the Ward Meeting for?

Item	Cost £	Estimate or Actual cost (E or A)?	Request to Ward Meeting (£)
Public Liability Insurance	612.50	A	612.50
<b>Total</b>	612.50		

10. Have you obtained or are you trying to obtain funding for this project from anywhere else, either Leicester City Council or from another organisation? If so, please give details including:

Name, address, phone number and any other contact details of the funder.

The amount requested or received.

When do you expect a decision if you do not know already?

**Please note that a failure to disclose any relevant information relating to other funding streams may result in your application being rejected or any offer of funding being withdrawn.**

No



## Quotation

FAO:
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Quote Ref: QEV13100

Quote Date: 28 Jul 2010 Issued By

Quote Expiry: 28 Oct 2010 DAN

Period Of Insurance

Commencement Date: 23 October 2010

Expiry Date: 23 October 2010

Name of Insured	Samuel Taylor				
Address of Insured					
Venue	Braunstone Gate, Leicester, Leics, LE3				
Type of Policy	One-off				
Event Name	Oxjam Leicester Takeover				
Type Of Event	Multi-Venue music event with road closure				
Max Attendance	2,500				
SECTION	COVER	SINGLE ITEM LIMIT	INDEMNITY LIMIT	EXCESS	PREMIUM
1	Public Liability	0	1,000,000	500	612.50
2	Employers Liability	0	0	0	0.00
3	Event Equipment	0	0	0	0.00
4	Cancellation,Abandonment,Postponement	0	0	0	0.00
Net Premium					583.33
Broker Comm. 0.00%					I.P.T. @ 5.00%
Total Premium					612.50

### Endorsements and Special Conditions

All 3rd parties must carry their own public liability insurance.

Please note: This document is not a policy schedule. This is a quotation.

Event Insurance Services Limited  
20a Headlands Business Park  
Ringwood  
Hampshire  
BH24 3PB



Quotation Acceptance Slip

Quotation Reference: QEV13100  
Client Name: Samuel Taylor

Tel: 01425 470360  
Fax: 01425 474905

info@events-insurance.co.uk  
www.events-insurance.co.uk

I confirm that we wish to proceed with the quotation and that no material facts have changed since the quotation was originally provided.

Signed: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_\_