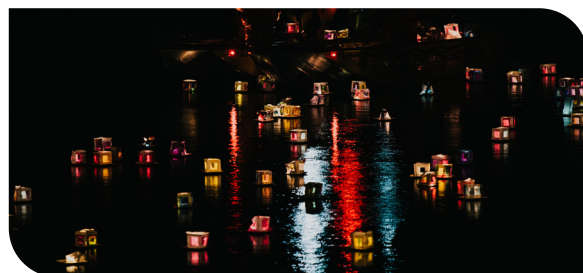


# MAITLAND RIVERLIGHTS



## Community Participation Agreement October 2024





# THANK YOU!

On behalf of Maitland City Council, we thank all participating communities in advance for their involvement in Riverlights. We acknowledge the time and effort invested by community members in organising and motivating their community to contribute to the festival and recognise your contributions are at the heart of the festival.

## KEY DATES

- **Wednesday 29 May 2024, 5.30pm - 7.00pm** - Riverlights Meeting - Maitland Room, Maitland Town Hall 263 High Street, Maitland NSW 2320. Event plan discussion and Community Participation Agreements provided.  
*Light refreshments provided.*
- **Wednesday 19 June** - Closing date for completed Community Participation Agreement
- **Wednesday 18 September** - Background music files for all cultural/dance performances due
- **Wednesday 25 September, 5.30pm - 7.00pm** - Riverlights Meeting - Maitland Room, Maitland Town Hall. Information regarding the event site, cultural village locations and timings will be available at this meeting.
- **Tuesday 8 October to Friday 11 October** - The Week of Riverlights
- **Saturday 12 October 2.00pm - 9.00pm** - Maitland Riverlights
- **Wednesday 23 October** - Riverlights thank you lunch, details TBC

## KEY CONTACT

Please return a signed and completed copy of your form to:

**Beth Anastasiou**

**Email:** beth.anastasiou@maitland.nsw.gov.au **Post:** PO Box 220, Maitland NSW 2320

**Deliver:** Maitland City Council, 263 High Street, Maitland NSW 2320



# COMMUNITY PARTICIPATION INFORMATION

## OPPORTUNITIES TO GET INVOLVED

There are many ways you can be involved in Maitland Riverlights so you can share the beauty of your cultural traditions and practices.

Cultural Villages are a fun, vibrant and welcoming space that encourage visitors to participate in and learn about your culture. The goal of each Cultural Village is to provide a vibrant, visually appealing cultural village and offer interactive activities that are fun and interesting so people can learn about your culture.

### DURING THE FESTIVAL 12 OCTOBER



#### CULTURAL VILLAGE

An engaging, welcoming space where visitors can learn about your culture through interactive activities such as games and crafts, music, objects on display and food sampling.



#### END OF FESTIVAL PROCESSION AND YOUR CULTURAL LANTERN

Gather at the World Stage at 7.45pm with your lantern and dance and celebrate on a journey down to the river for the event finale.



#### FASHION

Show off your cultural dress on the World Stage with a fashion parade to music.



#### CULTURAL PERFORMANCE / DANCE / SONG

Entertain the crowds with traditional dance and songs.



#### LANGUAGE

Teach people about your language through poetry, stories, language lessons and more!



#### OTHER

Are there other ways we can learn about your culture?



#### FOOD

Offering the crowds a sample of your cuisine through a cooking demonstration at the Global Kitchen Stage.

### THE WEEK OF RIVERLIGHTS TUESDAY 8 - FRIDAY 11 OCTOBER

Please list your ideas if you would like to provide any activities during the Week of Riverlights:

For example: would you like to offer/deliver a workshop e.g. art, dance or music based?

Would you like to read stories in your language at the library?

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## YOUR CULTURAL VILLAGE SATURDAY 12 OCTOBER

Cultural villages operate between 2.00pm - 9.00pm. This is an opportunity to decorate your stall with items that represent your culture. This could include hanging flags, a clothing display of your traditional dress or other cultural items that represent you.

To help you with your Cultural Village, Maitland City Council will provide the following:

- 3m x 3m space and marquee with lights
- Two x 2.4m trestle tables and four chairs
- Signage for your stall with your country or culture
- Stamp for Riverlights Cultural Passport

You are welcome to bring along any additional equipment other than listed above. Let us know!

### FINANCIAL SUPPORT

Council can offer financial support of up to \$550 to community groups who host a Cultural Village site. This financial support is to help you meet all of the requirements for hosting a Cultural Village at Riverlights, such as purchasing extra materials and decorations.

### COMMUNITY FUNDRAISING

Groups are welcome to conduct a fundraising activity within their Cultural Village, that will be of benefit to their community as a whole.

Please note: The **sale** of hot or cold food as a meal for immediate consumption is strictly prohibited in the Cultural Villages. However snacks or sweets that are prepackaged and prepared in a commercial kitchen and which meet food labelling standards may be permitted to be sold, please discuss with the Events team before planning or preparing sold food and before the day of the Riverlights Festival.

### RIVERLIGHTS CULTURAL PASSPORT

The Riverlights Cultural Passport is a free souvenir booklet for the public with information about your culture, the event program and a map. We ask you to stamp passports as the public visit your cultural village. Maitland City Council will provide each Cultural Village the Riverlights Cultural Passports and a stamp.

### FREE INTERACTIVE ACTIVITY

Share your culture by teaching songs or dance, playing games, demonstrating a traditional art or engage people through exciting cultural activities and displays, that the public can get involved with.

Any items needed to host your free interactive activity will need to be sourced by you.

Here are some suggestions:

- Making traditional arts and crafts *E.g. Japanese origami*
- Teaching dance moves *E.g. Sanjuanito dance from Ecuador*
- Learn to play traditional games



## RIVERLIGHTS FESTIVAL PROCESSION AND DISPLAY SATURDAY 12 OCTOBER

One of the highlights for the night is the 'Riverlights Festival Procession'. We require a minimum of one to two people to represent your culture however more the better in the parade. You are encouraged to wear traditional dress and/or play a traditional instrument, perform a few traditional dance moves as you join other cultures in the parade.

**Please bring along your lantern to showcase during the festival procession.**

# PARTICIPATION / ACTIVITIES

Tick the activities your group would like to contribute to the Riverlights program.

☐ Cultural Village

☐ Fundraising

☐ Interactive Activities

☐ Riverlights Festival Procession and Lantern

☐ Does your group have lantern to use during the parade?  
Please bring along your lantern for the procession

☐ Cultural performance / Dance / Song  
Maximum of x 2, five minute performances per group

☐ Dance

☐ Song

☐ Performance 1 \_\_\_\_\_

☐ Performance 2 \_\_\_\_\_

☐ Food

☐ Cultural Village food sample offering  
When people visit you at your Cultural Village, you can give them a sample of food from your country such as a biscuit and tea, cake or something small and savoury.

☐ Cooking Demo at Event  
Show the audience how to make one of your favourite foods at the Global Kitchen. This is a 30 - 45 minute demonstration where you provide food samples to the audience so they can taste your delicious cuisines.

☐ Fashion

☐ Parade on World Stage  
Showcase your cultural dress and costumes in a 5 minute fashion parade to music on the World Stage.

☐ Express Yourself Language Lounge  
Teach audiences your language through writing, stories and more!

☐ Poetry

☐ Language Lesson

☐ Other

☐ Community Fundraising

☐ Tell us what you're doing:  
\_\_\_\_\_  
\_\_\_\_\_

☐ Other - Suggest your own \_\_\_\_\_  
\_\_\_\_\_

# COMMUNITY PARTICIPATION AGREEMENT

## GENERAL INFORMATION

Name of community group:.....  
(This is the name that will appear on the front of your Cultural Village and in the event programme). E.g. Maitland Thai Community

Approximately how many people are in your community and which suburb is your community based in? .....

.....

MAIN CONTACT FOR YOUR GROUP

Name:.....

Position in Group (E.g. President, Secretary, Community Member): .....

Postal Address: ..... State: ..... P/Code:.....

Email Address:..... Mobile/Phone: .....

SECOND CONTACT FOR YOUR GROUP

Name:.....

Position in Group (E.g. President, Secretary, Community Member): .....

Postal Address: ..... State: ..... P/Code:.....

Email Address:..... Mobile/Phone: .....

Which Culture / Country are you representing?:.....  
(This will also appear on the front of your Cultural Village and in the Riverlights Cultural Passport)

CULTURAL VILLAGE

Please advise what you will activities you will be doing at your village

Council are offering groups up to \$550 to assist with paying for decorating your cultural village marquee. Please write what you expect to be purchasing.

.....

.....

COMMUNITY FUNDRAISING ACTIVITY (OPTIONAL)

1. Will you be doing a fundraising activity within your Cultural Village? **YES / NO** (If yes, please provide details below)

Name and description of items or activities for fundraising. *E.g. Polynesian tribal tattooing, a Maori tradition from New Zealand or food sample offering.*

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.....

2. Approximately how much will you charge for this activity? *E.g. Henna Art – Small design \$15 Food sample – \$10 max.*

.....

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.....

CULTURAL PERFORMANCE / DANCE / SONG

1. How many cultural performances would your group like to do at Riverlights? **ONE / TWO**

Would you be interested in performing during the Week of Riverlights

How long does each performance last?.....

FOOD

1. Would a person in your community like to do a cooking demonstration at the festival? **YES / NO** (If yes, please write details below)

Name of dish and any other information about its origin.

.....

FASHION

1. Would you like to participate in the Festival Fashion Show on the World Stage? **YES / NO**

EXPRESS YOURSELF LANGUAGE LOUNGE

1. Would you like to do one (or more) of the following:

☐ Recite Poetry in your language

☐ Tell or read a story in your language

☐ Sing a song or rap in your language

☐ Sign in your language

Other: .....

2. Name of language.....

3. What will you need?

☐ Microphone ☐ Space for dancing ☐ Board for writing ☐ Other: .....



TERMS AND CONDITIONS OF PARTICIPATION

I agree to abide at all times by the Riverlights principles of tolerance, friendliness and respect.

I will discuss my community group’s planned contribution with event organisers and my community as a whole.

Our group will decorate our Cultural Village to best represent our country/culture and will have community members available to run the stall.

Our Cultural Village will provide a free interactive activity for the full duration of the event.

Our community will discuss and plan any fundraising activity with the Community Planning Team and understand the sale of meals at our Cultural Village is prohibited unless approved by Council.

Our culture will be actively represented in the Riverlights Festival Parade by at least two of community members.

Our group has nominated to participate in providing a cultural village and the declared activities on the Community Participation agreement.

Our group agrees to spend the financial support funds provided by council only for the specific designated purposes.

☐ I have read and agree to the above listed terms and conditions.

Name: (In Block Capitals) .....

Signed: .....

Date: .....

Please return a signed and completed copy of your form to:

**Beth Anastasiou**  
**Email:** beth.anastasiou@maitland.nsw.gov.au **Post:** PO Box 220, Maitland NSW 2320





**PARTICIPATING COMMUNITIES:  
FINANCIAL SUPPORT FORM**

**TAX INVOICE**

ABN 11 596 310 805

One form per group

**Closing Date: Wednesday 19 June**

**October 2024**

**APPLICANTS DETAILS**

Applicants Full Name (Contact):			
Organisation Name:			
Address:			
Town/City:		Postcode:	
ABN:			

Contact Details / return as part of the Community Participation Agreement to:  
Beth Anastasiou, beth.anastasiou@maitland.nsw.gov.au, PO BOX 220 or deliver to 263 High Street, Maitland NSW 2320

**SUPPORT PAYMENT CALCULATION**

DESCRIPTION	AMOUNT
Cultural Village - Up to \$550	
Cultural Performance and/ or Fashion Parade - Up to \$130	
Cooking Demonstration - Up to \$70	
GST (Not registered for GST)	
<b>Total:</b>	

**PAYMENT DETAILS**

Account Name:	
<i>(Please enter Your c/o name or organisation Name)</i>	
Bank Name:	
BSB:	
Account #:	
ABN:	

*No ABN? Please include a Statement by Supplier form. This can be found at  
[ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/](https://ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/)*

By signing below our group agrees to spend the financial support funds provided by Council, only for the specific designated purposes.

Signature \_\_\_\_\_ Date: \_\_\_\_\_