



Saturday, December 1st, 2:00 pm
Mandatory Tech Rehearsal: Monday, November 19th, 6:00 pm

Thank you for your interest in **Holly Fest 2018!** This annual performance showcases area youth and school performance groups in a holiday show at the Maryland Theatre. Applications are due no later than **Monday, October 8th, 2018**. Confirmation of participation will be made by **Monday, October 22nd**. There is no charge to participate in Holly Fest or for people to come to see the performance. It is one of the ways we help celebrate the holiday spirit in Hagerstown!

Please return the application by email or hard copy to Kitty Clark, kclark@hagerstownmd.org, 14 N. Potomac St., Ste. 200A, Hagerstown, MD 21740. Please direct questions to Kitty Clark at kclark@hagerstownmd.org; 301-739-8577, x 116.

Name of Group (as it should appear in program): _____

Group Director: _____

Contact Person: _____

Address: _____

Phone: _____ **Email:** _____

Website: _____

Title of Piece: _____

Number of performers in piece: _____ **Length of piece:** _____ (8 min. max.)

Music (if applicable): _____

Author (if applicable): _____

Choreographer (if applicable): _____

Type of performance: Dance Instrumental Singing
 Theatre/Spoken Word Other: _____

Description of Piece: _____

Tell us about your group (How long has it been in existence? Does it have a specific mission? Honors or awards received? Anything else you'd like us to know):

Equipment: # of Music Stands - _____ # of Chairs - _____ # of Microphones - _____ # of Risers - _____

If using recorded music, what format will you supply the music in? (Audio is due by November 1st)

CD digital audio file

*I have read and understand the **Guidelines and Rules** on page 3 regarding participation in Holly Fest. I agree to abide by them and to be responsible for ensuring that the members of my group also abide by them.*

Name of Group/School (Print) Name (Print)

Date Signature

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**CITY OF HAGERSTOWN
HOLD HARMLESS AGREEMENT**

Lessee/User: _____
Event/Use: Holly Fest Technical Rehearsal & Holly Fest Performance
Location: Maryland Theatre
Dates of Use: November 19, 2018 and Saturday, December 1, 2018

The Lessee/User agrees that it shall indemnify the City of Hagerstown and hold the City of Hagerstown harmless against any and all fines, suits, claims, demands, expenses, actions, losses, alleged losses, or liabilities of whatsoever nature or kind incurred either directly or indirectly either in law or equity, paid, suffered or incurred as a result of the acts, activities, or omissions of the Lessee/User, its agents, servants, or employees, due to the operation and use of the premises. It is further agreed that the Lessee/User shall in addition to holding the City of Hagerstown harmless from any and all liabilities or damage or injury to both persons and property, occurring as a result of the use of said premises, shall defend The City of Hagerstown at Lessee's/User's expense against any and all claims, suits, demands, of whatsoever nature or kind.

Lessee/User: _____

Signature and Title: _____

Address (Street, City, State, Zip)

Telephone: _____

Witness

Date



Please review the following guidelines and sign on the previous page that you have read and agree to them.

Please keep this page for your reference.

- Holly Fest is a holiday performance by local youth and school groups. Only in rare situations should adult performers be participating. All adult performers (over 18) must be noted on your application and be approved by Holly Fest staff prior to tech rehearsal.
- Your group's piece should be no longer than 8 minutes.
- A mandatory technical rehearsal will take place on Monday, November 19th, beginning at 6:00 pm. Each group will have 15 minutes to run its piece in order for the tech crew to address any technical concerns.
- All pieces are expected to be show-ready prior to tech rehearsal. The Theatre is not available before tech rehearsal or performance day for groups to rehearse.
- No performers or group leaders are permitted backstage prior to being called to the stage by Holly Fest/Maryland Theatre staff.
- All performers and group leaders are expected to be quiet and respectful of other performers at all times, while backstage, in the dressing rooms, and in the theatre during tech rehearsal. Repeated requests for groups to be quiet may result in not being permitted to perform in Holly Fest.
- There is no room to store props in the theatre. If your piece has props, performers will need to carry them on and off the stage.
- All recorded sound will be played back through the Theatre's sound system. CDs or digital audio files are to be provided **no later than Thursday, November 1st**. All CDs and digital files should be clearly named/labeled with your group's name and the name of your piece.
- We expect full attendance at the technical rehearsal on Monday, November 19th. The Theatre crew needs to see pieces in full. The group leader (or an adult representative) must be present to answer any questions Theatre staff have. In the event that not all of your performers can be present, Holly Fest /Theatre staff reserves the right to withdraw your piece from the show. In some cases, we will be able to see the piece with partial performers, and your performance can go on as planned.
- Downstairs dressing rooms will be pre-assigned and shared by multiple groups. Please stay in your assigned dressing room and do not go into other dressing rooms. Dressing room times will be assigned based on show order. Please do not arrive until your assigned time in order to limit dressing room congestion.
- All groups are asked to remain as quiet as possible in the dressing rooms; sound carries to the stage and theatre.
- Holly Fest is a family show. Profanity and inappropriate language in a performance (spoken, sung, or on a recorded track) will not be permitted, and staff reserves the right to request that questionable language be removed from a performance. A copy of each group's script, audio recordings, and/or lyrics to any songs being sung must be submitted no later than Thursday, November 1st. Staff will review prior to tech rehearsal and be in communication with groups with inappropriate lyrics/scripts.
- We understand that people's schedules are busy, but no special requests will be honored for any group.
- Performers and group leaders are expected to treat the Maryland Theatre building, Holly Fest/Theatre staff, and volunteers respectfully.