

## Dates and Deadlines

### **Important dates and deadlines for hosts of the Kulturnacht 2020**

If you are interested in hosting an event at the Kulturnacht 2020 in Ulm/Neu-Ulm, please find an overview of the dates and deadlines below.

#### **Application opens:**

Wednesday, **08 April 2020**

#### **Deadline for handing in texts and images / application closes:**

Sunday, **10 May 2020**

As host of an event you need to **apply for the required permits** (e.g. special permit for public spaces and alcohol licence). Please make sure to apply for these permits well in advance. [Here](#) you will find more detailed information.

#### **Collection of wristbands, host IDs, and advertising material:**

from:	Monday, <b>07 September 2020</b>	10 am
to:	Wednesday, <b>16 September 2020</b>	12 pm
where:	Kulturabteilung, Frauenstraße 19, Ulm, 1 <sup>st</sup> floor, room 107	
opening hours:	Monday – Thursday	10 am – 12 pm 2 pm – 4.30 pm
	Friday	10 am – 12 pm

We would appreciate you came during our opening hours. In case this won't be possible for you, please call us to **make an appointment** (Phone: 0731-161-4701).

#### **Delivery of the placards for your venue:**

between: Thursday, 17 September 2020

and: Saturday, 19 September 2020

[Here](#) you will find more detailed information regarding the placards.

**Deadline for handing in the proceeds from the wristband sales and the *GEMA-Musikfolgebogen*:**

by:	Friday, <b>02 October 2020</b>	12 pm
where:	Kulturabteilung, Frauenstraße 19, Ulm, 1 <sup>st</sup> floor, room 107	
opening hours:	Monday – Thursday	10 am – 12 pm 2 pm – 4.30 pm
	Friday	10 am – 12 pm

Please note: If your event includes any live music performances you're required to pay *GEMA* fees for, please hand in the completed form '[Musikfolge für eine Einzelveranstaltung](#)' together with the statement of the ticket sales. The proceeds from the ticket sales must be paid in **cash**. Please also return the **remaining wristbands** together with the **delivery slip**! The number of wristbands sold must correspond with the money you hand in. Please double-check **before handing it in**. Should you decide to hand in everything after the deadline, **02 October 2020 12pm**, without having made arrangements with us beforehand, you will not be eligible to receive any payment! **If you are not able to meet the deadline, please give us a call**, in order to arrange a new deadline.

**We are likely to start making payments:**

from:	Monday, 19 October 2020
payer:	Kulturabteilung
method:	bank transfer

Please note: the sum to be paid is based on a point system (for more detailed information refer to [Terms and Conditions](#)), and payment cannot be guaranteed. In order for the hosts to receive any payment, all the hosts need to hand in their statements by the deadline.