

There are 8x steps into registering your venue for 2022 as per below:

1. Basic Information
2. 2022 Adelaide Fringe Venue Agreement
3. Address & Contact Details
4. Online Profile
5. Accessibility
6. Venue Finder
7. Spaces
8. Final Checklist & Optional Opportunities

Please see all of the possible questions below and note that although it may be a lengthy process, all this information is required. It is important for us to gather as much information as possible both for artists and Adelaide Fringe ticket buyers and audiences.

BASICS

- Venue Name:
- Has this venue has been involved in a previous Adelaide Fringe? *[tick box]*
- Business Trading Name: *(optional)*
- ABN: *(optional)*
- Venue Type: *[drop down selection]*

Working with Children

- I am aware of the requirements for organisations offering services to children or young people and understand that I must lodge a Child Safe Environments Compliance Statement as per the Department of Human Services if my venue falls into this category *[tick box]*

COVID-19

- I agree that my venue has completed a [COVID Safe Plan](#) or [COVID Management Plan](#) and will continue to comply with all government [health and safety regulations](#) regarding COVID *[tick box]*

Welcome to Adelaide Fringe 2022 | E-ticketing

- Are you interested in using FringeTIX ticket scanners [Y/N]

AGREEMENT

2022 Adelaide Fringe Venue Agreement

- Read and agree to [2022 Adelaide Fringe Venue Agreement](#) [I agree button]

ADDRESS & CONTACT

Venue Address

- Address Name:
- Traditional Place Name: *[to find out which country you are on head to your local council website and have a look at the AIATSIS map of Indigenous Australia]*
- Address Line 1:
- Address Line 2:
- Suburb:
- State:
- Postcode:
- Confirm address on map: *[tick box with map and moveable location pin]*
- Any additional information on accessing your venue. E.g. Entrance is on side street:

Postal Address

- Is your postal address the same as the venue's address? *[Y/N]*
If NO – additional address field pops down

Public Contact Details

- Phone Number:
- Email:

Main Contact

- *If you are not the main venue contact year round, please provide the contact details of the best year round venue contact: [add staff / contact details]*

Decals

- *We send out Venue Decals (absolutely free of charge!) for you to stick on your venue window/door and announce loud and proud that you are an Adelaide Fringe venue! Would you like venue decals? [if yes enter the amount]*
If yes- addition question field regarding address

ONLINE PROFILE

- **Venue Description** *[enter description, max 1000 characters]*
(This copy and your venue opening hours will be displayed publicly on your dedicated venue landing page on adelaidefringe.com.au to promote your venue to Adelaide Fringe audiences. You can list specifications for artists in your Venue Finder setup.)
- **Opening Hours - during Fringe** *[date and time selections]:*
- Additional Details:

— **Age Restriction** *[radio selection buttons as below]*

(Please note - Only select "suitable for all ages" if your venue is not licensed)

- Venue is suitable for all ages
- Venue is 18+ and minors are never permitted
- Venue is 18+ but minors may attend with a parent or legal guardian
- Venue is 18+ and minors may attend during specific days or times.

— **General Venue Facilities** - *Do any of the following apply to your venue? [tick box options]*

- Food
- Bar
- BYO Food / Beverage
- ATM
- Card Only
- Cash Only
- Parking on-site (minimum 10 bays)

— **Website and Social Media** *(optional)*

URLs must be in a valid format including http:// E.g. <http://example.com/john>

- Website URL:
- Twitter Profile URL:
- Facebook Page URL:
- Instagram Profile URL:

— **Venue Image**

Please upload an image to be displayed on the Adelaide Fringe website. This image is shown to audiences and should be a clear, non-pixelated picture showing your venue.

Cropping Tool new for 2022!

When using the cropping tool your image will be resized to meet the required specification. If you don't crop your image and it exceeds the required specification, it will be cropped automatically after you click 'Save & Continue'. In this instance, remember to click back and scroll down to check your image (you can re-crop the image if desired).

Image Specification: JPEG or PNG | 740px x 460px

To ensure we are able to display your image correct, ensure it is below 5MB.

Welcome to Adelaide Fringe 2022 | Adelaide Fringe Schools Program

— Is your venue able to facilitate daytime sessions for the Adelaide Fringe Schools Program? [Y/N]

ACCESSIBILITY

These questions have been developed to provide patrons (and performers) who may have a disability with the opportunity to access as many Adelaide Fringe venues as possible. The fundamental aim is that these questions will provide patrons and performers with enough information to make an informed decision if the venue is suited to their needs. Find out more about

accessibility [here](#).

Depending on if you answer YES or NO to the below – further accessibility questions will be asked – we have listed all of the possible questions that may pop out:

Car Parking

- Is there a designated wheelchair accessible car parking space during Adelaide Fringe?: [Y/N]
If YES
- How many designated wheelchair accessible car parking spaces are available?
- Where are the designated wheelchair accessible car parks located?:

Drop Off

- Is there a safe wheelchair accessible drop-off/pick-up area in close proximity to the venue entrance?: [Y/N]
If YES
- Where is this drop off area located?

Venue Entrance

- Is the main entrance into the venue accessible allowing a person using a wheelchair to enter the venue unassisted?: [Y/N]
If YES
- Is wheelchair access to the venue via a lift? [Y/N]
- Do the controls have raised tactile buttons and Braille?: [Y/N]
- Is there audio information in the lift telling people what floor they are arriving at? [Y/N]
- What is the size and weight load of the lift?:
- Will a temporary ramp be used to provide access into the venue [Y/N – mandatory]
If NO
- Is the venue accessible through an alternate entrance?: [Y/N]
- How do you access the alternate entrance:
- Is the venue not accessible due to stairs?: [Y/N]
- How many stairs?:
- Please give further details about your venue entrances in relation to accessibility?

Toilet

- Does the venue have a designated accessible unisex toilet? [Y/N]
Please note that if your venue does not have an accessible unisex toilet you will not be listed as an accessible venue to Adelaide Fringe audiences. Your accessibility information will still be available for audiences to make their own informed choice about visiting your venue.
If NO
- Have you made alternative arrangements or worked with nearby businesses to provide accessible unisex bathroom facilities? [Y/N]
- Where is the nearest accessible toilet?

Box Office

— Will you run a venue Box Office? [Y/N]

If YES

— Do you have a counter hearing loop at your Box Office? What is a hearing loop? [Y/N]

— Is there a lowered accessible counter/ window at the Box Office?

If NO

— Will Venue Staff provide an accessible service (i.e. provide portable EFTPOS machines or iPads) [Y/N]

VENUE FINDER

Would you like to be included in the Adelaide Fringe Venue Finder to be found and potentially contacted by interested Artists? [Y/N]

The Venue Finder provides artists the opportunity to learn more about your space(s) and will be the most valuable tool to help them find a venue of best fit. We will ask you for a few more details; from available seating styles to equipment on hand. Don't worry, you will be able to update or remove your listing on the Venue Finder at any time.

Artist Contact Details

— Please provide best person for artist to contact for enquiries

— Additional Information (links to application forms, info packs)

Venue Hire Costs

— How would you like to set up venue hire costs? Select all that apply.

- Free
- Set Hire Fee
- Hire fee + box office split
- Box office split
- Curated / Buy in
- Other

Marketing Support

— What Marketing Support can you provide to artists? *[check all that apply]*

- Social media
- Printed advertising
- Radio or TV promotion
- Fringe specific venue signage
- Access to venue publicist
- Display space for posters/flyers
- Regular newsletters
- Access to audience database
- Access to a membership database

- Other

Artist Services

- What other services can you provide to artists in your venue? [check all that apply]
 - Rehearsal space
 - Front of House Staff
 - Box Office Staff
 - Food/ beverage discounts for artists
 - Free Wi-Fi/Internet access
 - Printing/photocopying services
 - Complimentary food/beverage for artists
 - Other

Venue Image

- Would you like to use your web image for the Venue Finder? [Y/N – upload different image, choose file]

SPACES

The next step in your registration is to create a space. Or if you are an existing venue you must go back and revisit all your spaces to confirm all information is correct.

A space is the performance or exhibition area in your venue.

- If you have just one space, this can be the same name as your venue
- If you have multiple spaces, you will need to register each space separately with different names. You can come back to register additional spaces at any time until **registrations close on the 4th November 2020**.
- If you are returning to an application, you can access your space(s) with the registration navigation bar and select your spaces from the drop down menu on the spaces tab.

Remember you can edit or add more spaces at any time by accessing your venue through the My Festival homepage.

[BUTTON: create space]

BASICS

Venue Space Name

This may be the same as the venue name or a specific space within the venue. If you have multiple spaces, you will need to register each space separately and we recommend they have a different name to your venue. You can register additional spaces at a later stage.

Event Types

- What kind of work can this space accommodate?:
 - Performing Arts [Y/N]

- Visual Arts [Y/N]
- Live Streaming [Y/N]

Maximum Capacity

The following questions will assist in setting us all up for success in the event of any change in Government restrictions occurring between the on sale date and the performance time.

— What is the maximum capacity this space can hold? [Regardless of COVID-19 Restrictions]

Imagine for a moment that we are living in a COVID-free world. Please enter the absolute maximum capacity that your space can hold when no restrictions apply. This will allow us to build your venue capacity accurately and effectively.

You are setting the maximum capacity for your venue. When an event is registering, they will have the ability to set their capacity within this maximum, in accordance to their staging and seating set up. This number can be less than your maximum capacity, but never higher.

We will sell to the Event's maximum capacity OR the current Government restrictions at the time we go on sale. This number may be adjusted in accordance with any change in restrictions. In the case that your venue will never sell to the maximum capacity as listed above, please contact Ticketing on +61 08 8100 2012 or ticketing@adelaidefringe.com.au and we will assist you.

— Admin Capacity [enter amount]

— Admin Comments

Size of Space

— What is the entire square meterage of this space (including stage and seating areas)?

If you have an unconventional space and have any questions, please contact Ticketing on 08 8100 2012 or ticketing@adelaidefringe.com.au and we will help set you up in the correct way. For reference, please check your COVID Management Plan or COVID Safe Plan, it will be this number. Should restrictions apply, we will adjust your capacity based on your answer.

Please note that the automated 1 per 2 sqm and 1 per 4 sqm calculation will never be higher than the number that you entered in the Maximum Capacity question above.

Capacity Calculation

— How is your capacity calculated?

In the event that COVID restrictions affect your capacity, how is the space's restricted capacity calculated? For reference, please check your COVID Management Plan or COVID Safe Plan; it will be this number. Should restrictions apply we will adjust your capacity based on your answer.

[tick one]

- By square metres
- As a percentage

It is the venue's responsibility to supply accurate capacity and square meterage information. Please note that in the event that the venue has not provided the correct information, Adelaide Fringe will not be responsible for any error in capacity calculation. If any part of this is unclear, feel free to contact Ticketing on +61 08 8100 2012 or email ticketing@adelaidefringe.com.au.

— Is this space open air? [Y/N]

General Admission

Adelaide Fringe is able to build and ticket your venue as either General Admission (GA), or Allocated Seating. Traditionally, Adelaide Fringe venues are GA. However, you need to decide which seating set up will work best for your venue with COVID restrictions and must align with what you have told SA Health in your COVID-safe plans. Need to talk to someone in ticketing? Please give us a call on 8100 2012.

— Is this space general admission? [Y/N]

If NO

- Are all events registered in this space required to be Allocated Seating? [Y/N]
- Please upload your Allocated Seating Map:

ACCESSIBILITY

Depending on if you answer YES or NO to all of the questions below – further accessibility questions will be asked – we have listed all of the possible questions that may pop out:

Space Accessibility

— Is the space accessible to a patron using a wheelchair or a person who cannot climb stairs?: [Y/N]

If YES

- How many wheelchair spaces per session are available?:
- Do you need to remove seats to accommodate a wheelchair booking (if Visual Arts, select NO) [Y/N]
- How many seats need to be removed to accommodate 1x wheelchair booking?
- Where are the wheelchair spaces located within your space? (which row, left or right side of stage, front or back of venue) (If Visual Arts write N/A)
- Can a carer/partner/companion sit directly next to the patron using the wheelchair? (If Visual Arts select No) [Y/N]
- Is wheelchair access to this space via a lift?: [Y/N]
- If YES*
- Do the controls have raised tactile buttons and Braille?: [Y/N]
- Is there audio information in the lift telling people what floor they are arriving at?: [Y/N]

— What is the size and weight load of the lift?:

IF NO

— Is the space not accessible due to stairs? [Y/N]

— Space Number of stairs:

— Space Entrance Further Information:

Stage / Backstage Access

— Does this space have a performance space &/or stage? [Y/N]

IF YES

— Is the performance space and/or stage wheelchair accessible? [Y/N]

IF NO

— Is the performance space not accessible due to stairs? [Y/N]

— How many stairs?

— Please five further details about your performance space in relation to accessibility:

— Is the backstage area wheelchair accessible? [Y/N]

IF NO

— Is the backstage space not accessible due to stairs?: [Y/N]

— How many stairs?:

— Please five further details about your backstage area in relation to accessibility:

— Does the back-stage area have an accessible toilet?: [Y/N]

Assistive Features

— Does this space have the space to facilitate an Auslan Interpreter on or near the stage? [Y/N]

— Can you provide or have access to hearing loop equipment in the space? [Y/N]

— Can you provide or have access to Open Captioning equipment in this space? [Y/N]

— Can you provide or have access to Audio Description equipment in the space? [Y/N]

— Can you provide Live Captioning in this space? [Y/N]

— Does the space have any additional access facilities or is there any further information that people with disability should know about the venue? *(Please provide as much information for your patrons as possible, this will be displayed on our website and made accessible to box office staff.)*

WEB

Description

— Would you like to enter an additional space description? [Y/N – use my venue description]
In addition to the overall venue description, you can also add a space description.

Space Image

— Would you like to add a specific space image? [Y/N – use my venue image]

VENUE FINDER

— Would you like to be included in the Adelaide Fringe Venue Finder to be found and potentially contacted by Artists? [Y/N]

Preferred genres for the space [check boxes - select all that apply]:

- Cabaret
- Children's
- Circus & Physical Theatre
- Comedy
- Dance
- Events
- Film & Digital
- Interactive
- Magic
- Music
- Theatre
- Visual Arts & Design
- Workshops & Talk

Pitch the space to potential artists

— Describe the space, what you are looking for and what you can offer to artists. This will only be available to artists and not to the general public audiences.

PERFORMING ARTS

Maximum Capacity

Audience Setup

— If this space can be set up in multiple way, please put them in – Add Audience setup...

- Theatre
- Cabaret
- Standing
- Catwalk
- In the Round
- Other
- Select all that apply to your space and select appropriate capacity for that setup / if seating available / if that seating is raked or tiered.

Performance Area

— Type of performance area

- Stage
- Floor

- Other
- Surface Material *[drop down menu]*
 - Carpet
 - Concrete
 - Masonite
 - Sprung
 - Tiled
 - Wood
 - Other
- Can this venue accommodate aerial rigging (e.g. trapeze)? *[Y/N]*
- Does this venue have wings or a quick change area? *[Y/N]*
- What are the dimensions of the performance space? *[Width (m) / Depth (m) / Overhead (m)]*
- Any further information about the performance space?:

Dressing Room and Storage

- Does this space have dressing rooms? *[Y/N]*
- Are there any storage facilities available between performances? *[Y/N]*

Lighting

- Does this space have lighting equipment? *[Y/N]*
- Can you provide?:
 - Follow Spot
 - Smoke Machine
 - Moving Lights
 - Complete Blackout
 - Any further details about the venue's lighting setup? (Please upload your tech specs in the 'Additional Files' section at the end of your registration.)

Audio

- Does this space have any audio equipment, backline and/ or musical instruments? *[Y/N]*
- Can you provide?
 - Amplification
 - Foldback
 - Background Music
 - Piano
- Any further details about the venue's audio setup? (Please upload your tech specs in the 'Additional Files' section at the end of your registration.)

AV, Multimedia & Projection

- Does this venue have a projector or other vision equipment (i.e. LED screens etc)? [Y/N]
- If you have a projector, does the venue have a projection screen? [Y/N]
- Any further details about the venue's visual setup? (Please upload your tech specs in the 'Additional Files' section at the end of your registration.)

Further Information *(optional)*

- Does this venue have any restrictions about the content or equipment that events can or cannot use in this venue? E.g. smoke, haze, fire, water, confetti, animals or anything else?
- Please enter any other equipment or facilities that you would like artists to know about

VISUAL ART & DESIGN SPECIFICATIONS

Exhibition Area

- What is the total square metres of wall space available *[total square metres]*
- What is the linear metres of the wall space available *[total linear metres]*
- Is there a hanging rail system?
If Yes
 - How many hanging points are in the space?
 - Can hanging points be altered or moved? [Y/N]
- Is the space suitable for installation and / or 3D works? [Y/N]

Technical Equipment

- Is this space equipped with any of the following?
 - Lighting Equipment [Y/N + Description]
 - Sound Equipment [Y/N + Description]
 - Vision / AV Equipment [Y/N + Description]
- Further Information - Please enter any other equipment or facilities you would like artists to know about?

Additional Files

- To give artists and Adelaide Fringe staff a good picture of your space and what you have to offer, make sure to upload floor plans, extra images, technical specifications and any hire agreements. These will not be visible to the general public

FINAL CHECKLIST - OPPORTUNITIES

Optional opt in Opportunities [Y/N or read / answer more]

- Pitch the space to potential artists
- Fringe Works
- First Nations Cultural Ceremonies
- Artist Pass Discount
- Venue Access Tiers
- Adelaide Fringe Wine
- Adelaide Fringe Beer
- Vili's Family Bakery Offer
- Fringe-ify your Venue
- Host a Fringe Membership Event
- E-ticketing
- Adelaide Fringe Schools Program