



There are 9x steps into registering your venue for 2024 as per below:

1. Basics
2. 2024 Adelaide Fringe Venue Agreement
3. Address
4. Contacts
5. Online Profile
6. Accessibility
7. Venue Finder
8. Spaces
9. 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.

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## Basics

Venue Name:

Has this venue has been involved in a previous Adelaide Fringe?

Business Trading Name:

ABN:

Venue Type:

## Address

Search for your address and then check all the automated fields are correct.

Add your First Nation Place Name and then confirm the map location is also correct.

Need help with your First Nation Place Name? Check out our [Recognising and Including Traditional Place Names resource](#).

Venue Address:

Address Name:

First Nation 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.

Any additional information on accessing your venue. E.g. Entrance is on side street. Please note, this info displays on your venue listing on [adelaidefringe.com.au](http://adelaidefringe.com.au) for audiences to see:

136 Frome Street Adelaide SA 5000

Tel. +61 8 8100 2000

[buzz@adelaidefringe.com.au](mailto:buzz@adelaidefringe.com.au) [adelaidefringe.com.au](http://adelaidefringe.com.au)

Principal Partner



ABN 71 660 859 461



Postal Address:

Is your postal address the same as the venue's address?

## Contacts

By Providing as much contact information as possible, you enable us to communicate directly with the correct people, address any concerns, and enhance your overall festival experience.

Rest assured that we value your privacy and will only use your contact details for festival-related purposes.

If you're not ready to provide all contact information now, don't worry, you can always come back at a later time to update your contacts.

### 1. Staff Numbers

(Gathering staff statistics is essential as they demonstrate the scope and scale of our organisation's operations, which showcases the significant impact we have on the state's economy and workforce.)

- How many staff do you have all year round
- How many staff do you have over the festival season? (Jan- March)

### 2. Public Contact Details

(These contact details will be displayed on the Adelaide Fringe website)

- Phone Number:
- Email:

### 3. Main Contact

- Who is your Venue Manager during the festival season? [add staff / contact details]

### 4. Off-Season Contact

- Who is your Venue Manager outside of Festival Season? [add staff / contact details]

### 5. Settlement Contact

- Who is the best contact for staff for settlement questions? [add staff / contact details]

### 6. Programming Contact

- Who is the best contact for programming questions? [add staff / contact details]

### 7. Ticketing Contact

- Who is the best contact for ticketing/ front of house questions? [add staff / contact details]



## ONLINE PROFILE

To create an engaging and comprehensive venue profile on our website, please provide essential details below and a captivating description that highlights your venues unique features. Including a quality image that will further enhance the page and give visitors a glimpse of the experiences your venue offers.

1. Venue Description [enter description, max 1000 characters]  
(This description and your venue opening hours will be displayed publicly on your dedicated venue landing page on [adelaidefringe.com.au](http://adelaidefringe.com.au) to promote your venue to Adelaide Fringe audiences. You can list specifications for artists in your Venue Finder setup.)
2. Opening Hours - during Fringe [date and time selections]:  
Additional Details: (Please note these should be the opening hours of your venue during Adelaide Fringe 2023. Sunday to Saturday)
3. Age Restriction  
(Please note - Only select "suitable for all ages" if your venue is not licensed)
  - a. Venue is suitable for all ages (unlicensed)
  - b. Venue is 18+ and minors are never permitted
  - c. Venue is 18+ but minors may attend with a parent or legal guardian
  - d. Venue is 18+ and minors may attend during specific days or times.
4. General Venue Facilities - Do any of the following apply to your venue? [tick box options]
  - a. Food
  - b. Bar
  - c. BYO Food / Beverage
  - d. ATM
  - e. Card Only
  - f. Cash Only
  - g. Parking on-site (minimum 10 bays)
5. Website and Social Media (optional)  
URLs must be in a valid format including http:// E.g. <http://example.com/john>
  - a. Website URL:
  - b. Twitter Profile URL:
  - c. Facebook Page URL:
  - d. Tiktok Profile URL:
  - e. Instagram Profile URL:
6. Venue Image [Upload Image]  
This image will be displayed on [adelaidefringe.com.au](http://adelaidefringe.com.au)  
  
It must be:

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- Clear and non-pixelated
- JPEG or PNG
- 1152px x 576px
- File size cannot exceed 5MB

Think about the following when selecting images to represent your venue:

- Your image should be clear, bold and stand out
- Less is more, so don't over complicate it
- Don't use text in your image. All the important info, like your venue name and location will be right next to the picture anyway

Want to edit your image before uploading it? [Canva](#) is a free online app for doing just that! [crop function]

Alt Text

Please enter Alt Text below:

## Front of House

Remember, once you are registered, it does not mean you are an official Fringe venue. You still need to book an event/artist in your venue to be classified as an official Adelaide Fringe Venue. Do not wait for artists to come to you, put yourself out there!

You will only receive your Adelaide Fringe Venue Branding Pack and any booked e-ticket scanners once you've booked an event/artists in your venue.

### 1. Would you like to hire a Fringe e-ticket scanner? [Y/N]

A Fringe e-ticket scanner will give you the ability to scan tickets quickly at the door and access a real-time door list. You can track admittance, view ticket types and accessibility notes, and minimise queues.

#### Hire Fees:

Entire Season: 1 x Scanner = \$250 (\$200 fee, with a \$50 refundable bond)

OR

Single Event/Day: 1 x Scanner = \$100 (\$50 fee, with a \$50 refundable bond).

The fee includes unique set up for your venue, a data sim, and support throughout the Fringe season. Our Ticketing team will contact you once you become an official Fringe venue to discuss the hire. You can read the full terms and conditions of this Scanner Hire Agreement below.



If Yes:

We recommend hiring the following number, based on your expected capacity:

No. of Spaces	Capacity	Scanners Req.
1 Space	< 100	1
1 Space	< 250	2
1 Space	> 250	3
2 Spaces	< 100 each	2
2 Spaces	< 250 each	3
2 Spaces	> 250	4

How many scanners do you wish to hire?

You will be required to return you scanner within 3 business days of your final performance.

Will you or someone from your venue need training on how to use the scanner?

Our Ticketing team will be in touch with further information closer to the festival

Scanner Hire Agreement

I have read and understood the terms as set out in this [Letter of Agreement](#) [tick box]

## 2. Venue Branding Packs

Prior to the festival you will receive a venue pack that includes 2 x Adelaide Fringe Venue branded window decals, and a minimum of 20 Adelaide Fringe guides.

Please let us know if you need more or less guides by emailing [venues@adelaidefringe.com.au](mailto:venues@adelaidefringe.com.au)

What address should we deliver your pack to?

Drop off addresses should be ones that the guides/decals can just be left if no one is home.

If you want to pick up from Adelaide Fringe HQ, you can put in Fringe HQ's address: 136 Frome St, Adelaide SA 5000

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## ACCESS & INCLUSION

The following questions provide patrons and participants who may have a disability or access requirements with information regarding whether the venue is suited to their needs.

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If you're unsure whether you meet the below criteria, please refer to this document.

AVR Resources:

[Accessibility and Your Venue](#)

[Our Accessibility Partners](#)

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:

## 1. Car Parking

An accessible car park should be:

Located close to the venue entrance (ideally within 15m of the venue)

Be identified with the international symbol for access

Well-lit between the parking space and the venue

Enough space for loading and unloading mobility aids (as per standards set out in this [document](#))

— Is there a designated wheelchair accessible car park 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? [Type answer]

## 2. Drop Off

A safe accessible drop-off/pick-up area should be:

Wide enough to allow safe and comfortable entry & exit of the vehicle

Have a kerb ramp from the street to access the pedestrian footpath

Have an accessible path to the venue entrance

Well-lit between the area and the venue

Can be up to 30m from the venue entrance and make use of existing drop offs (e.g. in front of hotels, taxi ranks)

Firm: not gravel, grass, sand and dirt.

Obstacles include: Permanent/temporary signage, temporary fencing/crowd management, garden beds.

— 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? [Type answer]

— Is the path of travel from the street or drop off point to the entrance level, firm and obstacle free? [Y/N]

If NO-



— What is the surface and/or incline of the pathway of travel to the venue entrance in relation to accessibility? [Type answer]

### 3. Venue Entrance

For an entrance to be classified as accessible, it should have the minimum features:

- A path with no steps to all areas deemed accessible
- Path should have a minimum width of 1,000mm (1,200mm preferred)
- Path should be free from holes, cracks and uneven surfaces that pose a potential trip hazard
- Door thresholds should be level with no steps or lips greater than 5mm in height
- Doors should have a minimum width of 760mm (850mm preferred)
- A ramp and/or lift may be part of the accessible path
- It should also be well-lit

— Is the main entrance into the venue accessible for a person with limited mobility? This includes people who use a wheelchair and/or cannot climb stairs. [Y/N]

If YES-

— Is access to the venue for a person with limited mobility or who uses a wheelchair 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]

— Will a temporary ramp be used to provide access into the venue? [Y/N]

Note: Temporary ramps should only be used to provide access where there is a 'single' step or a 'lip' which is in excess of 5mm. They should not be used for multiple steps.

Otherwise:

— Is the main entrance into the venue accessible for a person with limited mobility? This includes people who use a wheelchair and/or cannot climb stairs. [Y/N]

If NO-

— Is the venue accessible through an alternate entrance? [Y/N]

If YES-

— How do you access the alternate entrance? [Type answer]

If NO-

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

If YES-

— How many stairs? [Type answer]

If NO-

— Please give further details about your venue entrances in relation to accessibility [Type answer]

### Toilet Facilities

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

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choice about visiting your venue.

— Does the venue have a designated accessible unisex toilet? [Y/N]

If NO-

— Have you made alternative arrangements or worked with nearby businesses to provide accessible unisex bathroom facilities? [Y/N]

If YES-

— Where is the nearest accessible toilet? [Type answer]

## 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 at least one lowered accessible counter/window at the Box Office? [Y/N]

If NO-

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

Accessible box offices must be on flat ground and accessible from pathways to ensure that everyone can purchase tickets.

Accessible box offices must have at least one counter height that is accessible. The highest section of a counter, including things placed on the counter, should be no more than 1100mm. This means that from the top of the computer monitor to the top of the ground it will be no more than 1100mm.

## Access Video

Upload a Youtube Video here

This is optional. Please insert your access video link below. For an example of an informative access video, [click here](#).

## Venue Map

This is optional. Electronic maps of venues provided ahead of time are incredibly useful for all attendees, in particular the disability community, people using prams and people with accessibility requirements. Please upload in PDF format. This will be displayed via a hyperlink in your venue listing on [adelaidefringe.com.au](#).

[Upload button] (optional)

## Access & Inclusion Media

### Access Videos

Video, imagery and virtual tours can give patrons a clear idea of what to expect when visiting your venue. If you are able to film a video walk through of your venue this can provide customers with the key information needed to attend your venue, and have a great experience.

### Venue Maps

Electronic maps of venues provided ahead of time are incredibly useful for all attendees, in particular the disability community, people using prams and people with accessibility requirements. They should be clear





and of a resolution that allows for them to be viewed on a computer and on a phone. They should also include where any accessible parking or drop off points/taxi ranks are.

\*Please note all content in this section will be proofed and determined by Adelaide Fringe staff as to whether this is deemed appropriate or should be involved in your venue profile on the website.

You can come back and add an Access Video and Venue Map at anytime and it will be added to your venue profile.

#### Working with Children

(Please note, Adelaide Fringe may request a copy of your Child Safe Compliance Statement if required to finalise a booking for schools or young people)

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]

## ACCESS IMAGES

### NEW - Additional Image Uploads

We have added the option to upload multiple images of your venue's facilities.

By uploading these images, especially those catering to accessibility, you play a pivotal role in helping attendees make informed decisions and feel welcomed and accommodated throughout their festival journey.

You can come back at anytime to update these images and they will all be displayed on your Venue profile on the Adelaide Fringe website.

#### Car Park Image

Designated parking spaces for Disability Parking Permit holders. [Upload Image]

#### Drop Off Image

The nearest/most accessible street drop off point for your venue. [Upload Image]

#### Venue Entrance Image

The main entrance to your venue. [Upload Image]

#### Toilet Facilities Image

Ideally Unisex Accessible toilet facilities. [Upload Image]

#### Box Office Image

Your venue's Front of House location and setup. [Upload Image]



## VENUE FINDER

Opting in to our Venue Finder tool will provide your venue and contact details to artists and events looking for somewhere to perform this Fringe.

Our Venue Finder will be open year round. If you don't want your venue to be displayed after Adelaide Fringe 2024 you can return to your registration and opt out after the festival.

We will ask you for a few more details; from available seating styles to equipment on hand. You will be able to update or remove your listing on the Venue Finder at any time.

### Venue Finder

Would you like to opt into the Venue Finder? [Y/N]

If YES-

### Artist Contact Details

Please provide the contact details for the best person for artists to contact for enquiries. [add staff / contact details]

Please provide any additional information (links to application forms, info packs etc) for artists.

[Insert link as option]

### Venue Hire Costs [radio selection buttons as below]

— How would you like to set up venue hire costs? Select all that apply. Check out [this resource](#) for more information on hire structures.

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

### Marketing Support [radio selection buttons as below]

— What marketing services can you as a venue offer to presenters/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

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o Other

Artist Services [radio selection buttons as below]

— What other services can you as a venue offer to presenters/artists? Check all the 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]

If NO-

Image Specification: JPEG or PNG | 1152px x 576px

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

Video

[Enter URL link]

You have the option to upload a YOUTUBE video link here to be displayed on your Venue Finder listing.

This should be an overview/walk through of your venue, approx 30-60 seconds to give artists a taste of your venue.

Please note: DO NOT upload a link to your channel, but instead upload a link directly to the video of your venue on your channel.

## SPACES

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Spaces Explained [Initial pop-up]

The next step in your registration is to register the space in your venue that events/exhibitions will be held in. Or, if you are an existing venue from a previous Fringe, you must revisit all your spaces previously registered to confirm all information is still correct.

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

- If you have just one space, this can be the same name as your venue.
- If you have multiple spaces, you must register each one separately with different names.
- The deadline for registration to appear in the printed guide is 18 October 2023.

136 Frome Street Adelaide SA 5000

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- If you are returning to an application, you can access your space(s) with the registration navigation bar and select them 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 [Type answer]

You may have one space in your venue, or multiple. If you have multiple spaces, you will need to register each space separately. We recommend individually naming each space to make them easily identifiable from your main venue space. You can register additional spaces any time.

Event Types [radio selection buttons as below]

- What kind of work can this space accommodate?:
  - Performing Arts/Workshops & Talk/ Eat & Drink [Y/N]
  - Visual Arts [Y/N]
  - Live Streaming [Y/N]

Capacity

Here, you are setting the absolute maximum capacity for your venue space. 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. They can set this number as less than your maximum capacity, but never higher. It is complex to increase this maximum capacity at a later date, so please ensure it is accurate now.

Max Capacity [box with ascending and descending number option]

If you have any questions, please contact Ticketing on +61 08 8100 2012 or [ticketing@adelaidefringe.com.au](mailto:ticketing@adelaidefringe.com.au) and we will assist you.

Is this space open-air? [Y/N]

Is your venue general admission? [Y/N]

If NO-

If allocated seating is your preference, please contact our Ticketing team on 08 8100 2012 to discuss further.

Are all events registered in this space required to be Allocated Seating?

Please Upload your Allocated Seating Map [Choose file]

## ACCESS & INCLUSION

Space Accessibility

- Is the space accessible to a person with limited mobility? This includes people who use a wheelchair and/or cannot climb stairs. [Y/N]

If YES-

- How many accessible spaces/seats (including space for wheelchair users, mobility aid storage) per

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session are available? [box with ascending and descending number option]

- Do you need to remove additional seats (more than the seat/space occupied by the wheelchair user) to accommodate a wheelchair booking?

If you are only removing the 1 seat to accommodate for a wheelchair user, please select NO. Please note, this will adjust the capacity of sellable tickets accordingly for that session. [Y/N]

If YES-

- How many additional seats need to be removed to accommodate 1 x wheelchair booking?

Please note, this will adjust the capacity of sellable tickets accordingly for that session. [box with ascending and descending number option]

- Where are the spaces for people with limited mobility or who use a wheelchair located within your space? (which row, left or right side of stage, front or back of venue) (If Visual Arts write N/A) [Type answer]

- Is there space for a service animal to be with a patron in the designated accessible seating area? [Y/N]

- Can a companion sit directly next to the patron using the access space? (If Visual Arts select No) [Y/N]

If YES-

- How many people can the patron using a wheelchair sit directly next to? [box with ascending and descending number option]

- 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]

- Can a person with limited mobility or who uses a wheelchair enter the space through the main entrance along with all other patrons? [Y/N]

If NO-

- Is there an alternate space entrance? [Y/N]

If YES-

- How do you access the alternate space entrance? [Type answer]

- Are internal pathways, including to and from seating, well lit? [Y/N]

For an entrance to be classified as accessible, it should have the minimum features:

- A path with no steps (greater than 5mm. Temporary ramps or threshold ramps should be provided in this instance)
- Path should have a minimum width of 1,000mm (1,200mm preferred)
- Path should be free from holes, cracks and uneven surfaces that pose a potential trip hazard
- Door thresholds should be level with no steps or lips greater than 5mm in height
- Doors should provide a minimum clearance in excess of 760mm (850mm preferred)
- A ramp and/or lift may be part of the accessible path

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## Outdoor Spaces

Firm: not gravel, grass, sand and dirt.

Obstacles include: Permanent/temporary signage, temporary fencing/crowd management, garden beds.

## Stage / Backstage Access

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

If YES-

— Is the performance space and/or stage accessible to a person with limited mobility? This includes people who use a wheelchair and/or cannot climb stairs. [Y/N]

If YES-

— Is the back-stage area wheelchair accessible? [Y/N]

If NO-

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

If YES-

— How many stairs? [box with ascending and descending number option]

If NO-

— Please give further details about your back-stage area in relation to accessibility [Type answer]

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

These questions relate to access to the stage and backstage areas for artists and crew.

## Assistive Features

— Does this space have the ability to facilitate an Auslan Interpreter on or near the stage and for the interpreter to be under lights? [Y/N]

— Do you have an inbuilt hearing loop 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 Support? [Y/N]

Auslan (Australian Sign Language) is a visual language comprised of hand movements or 'signs', facial expressions, and other body language. It is a recognized language of Australia's d/Deaf community. AUSLAN interpreters can represent dialogue being spoken on stage as it occurs. During an Auslan interpreted performance, an interpreter stands on or at the side of the stage, clearly visible to the audience, and interprets the spoken word, songs, and sound effects for d/Deaf patrons who use Auslan.

Hearing loops are loops of cable that can be installed in a venue, generating a magnetic field that is picked up by hearing aids. This allows hearing impaired patrons who have a hearing aid to effectively 'tune in' to the loop, and provides clearer sound than they otherwise may receive. Hearing loops have a limited range, so patrons must be advised which seats receive the loop. Hearing loops can be built into a space but can also be portable.

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Similar to television subtitles, Open Captioning is a system where spoken words are displayed on a screen, on or next to the stage. Captioning also includes extra information about sound effects and music to assist d/Deaf and hard of hearing people to fully experience the art.

Audio description is the verbal narration of visual aspects of live theatre, which is accessed by listeners through a small radio receiver and single earpiece as it is performed. Commentary is provided by trained volunteers. The service includes pre-show descriptions of program details, as well as costumes and stage settings.

This involves having an adequate internet connection and the hardware required to enable Live Captioning.

## Additional Notes

- Does the space have any additional access facilities or is there any further information that people with a 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. (eg. Temperature control (or lack of), access to outdoor toileting/watering areas for service animals, access to a quiet area within or outside of your venue). [Type answer]

## Access Videos

- Optional: Upload a YouTube video of the journey from the street all the way to the space entrance. This information will assist patrons to attend your venue. You can come back and add a video anytime. [Enter URL]

Video, imagery and virtual tours can give patrons a clear idea of what to expect when visiting your venue. If you are able to film a video walk through of your venue this can provide customers with the key information needed to attend your venue, and have a great experience.

## ACCESS IMAGES

The following images provide patrons and participants who may have a disability or access requirements with information regarding whether the space within your venue is suited to their needs.

### Space Entrance Image

The main entrance to this Space within your venue.

Use a high quality image that highlights anything someone with Accessibility requirements may need to know about.

[Upload image]

### Space Wheelchair Entrance Image

The entrance to this Space for wheelchair users if separate from the main entrance. [Upload image]

### Space Wheelchair Seating Image

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The wheelchair seating area for this Space. [Upload image]

## WEB

### Description

- Would you like to enter an additional space description? [enter description, max 1000 characters]  
In addition to the overall venue description, you can also add a space description.
- Yes
  - No - use my Venue description

### Space Image

- Would you like to add a specific space image? [Y/N – use my venue image]
- Yes
  - No - use my Venue image

### Space Accessibility Symbol

Based on the information you've provided about your venue and space, we will display the following accessibility symbol and description alongside your listings. Read more about the specific criteria for each symbol [here](#).

We are currently in the process of gathering feedback on our accessibility symbols, and you may notice slight modifications to certain icons, such as those for stairs and outdoor areas. However, please rest assured that while the symbols may evolve, the underlying criteria for each accessibility feature will remain unchanged.



or No Symbol.

Not Accessible - Space may not have an accessible bathroom or may not be accessible for another reason.

## Venue Finder

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

You must opt in at least one space if you would like your venue to appear in the Venue Finder.

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

- Cabaret
- Circus
- Comedy
- Dance
- Eat & Drink
- Events



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- Film & Digital
- Interactive
- Kids and Family
- Magic
- Music
- Theatre and Physical Theatre
- Workshops & Talk

Pitch the space to potential artists [enter description, max 1000 characters]

— 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 / Workshops & Talks / Eat & Drink

### Capacity

Please note, events in this space will be able to sell to any number up to this maximum but not over this number. Once the space is built, it is difficult to increase the capacity above the number you enter below.

— What is the absolute Maximum Capacity this space can hold?  
[Change my max capacity option - link]

### Audience Setup [radio selection buttons as below]

- 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 [radio selection buttons as below]

- Type of performance area
- Stage
  - Floor
  - Other
- Surface Material [drop down menu]
- Carpet
  - Concrete
  - Masonite

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- Sprung
- Tiled
- Wood
- Other

— Can this venue accommodate aerial rigging (e.g. trapeze)? [Y/N]

Any venue who is promoting themselves as a facility with rigging or aerial supports must have the venue assessed by the appropriate licensed personnel, who are competent to identify and control risks associated with rigging in compliance with SafeWorkSA code of practice.

— 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?: [Type answer]

## Dressing Room and Storage

— Does this space have dressing rooms? [Y/N]

[YES – Type answer]

— Are there any storage facilities available between performances? [Y/N]

[YES – Type answer]

## Lighting

— Does this space have lighting equipment? [Y/N]

If YES- [radio selection buttons as below]

— 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]

If YES- [radio selection buttons as below]

— Can you provide?

- Amplification
- Live Musicians
- Foldback
- Background Music
- In-house Piano/Keyboard

— 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.) [Type answer]

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## Visual

— Does this venue have a projector or other vision equipment (i.e. LED screens etc)?

If YES-

— If you have a projector, does the venue have a projection screen?

- No / not applicable
- Yes, retractable or pull down
- Yes, on stage at all times

— Any further details (Please upload your tech specs in the "Additional Files" section at the end of your registration) [Type answer]

— Is this space suitable for projected digital works or lighting installations? [Y/N]

## Further Information (optional)

— Does this space have any restrictions about the content or equipment that events can or cannot use in this space? E.g. smoke, haze, fire, water, confetti, animals or anything else? [max 500 words]

— Are there any other equipment or facilities you would like artists to know about? [max 500 words]

## 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.

## AGREEMENT

### 2024 Adelaide Fringe Venue Agreement

This agreement sets out the terms on which the Venue ('you' or 'your') will be registered with Adelaide Fringe Incorporated (ABN 71 660 859 461) ('us', 'our' or 'we') to participate as a Venue in the 2024 Adelaide Fringe, participation is dependent on negotiations with the Artists ('artist', 'registered event' and/or 'hirer') or Event ('performance', 'exhibition' or 'presentation') in the Venue.

Read and agree to [Download 2024 Adelaide Fringe Venue Agreement](#)



## FINAL CHECKLIST – FINISH & FIND A SHOW

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You're almost done! We just need a few more things

Staff

Please review / add all staff for your venue

Email:

Artist Contact:

Outside Festival Contact:

Settlement Contact:

Programming Contact:

Ticketing Contact:

Role\*

[Type answer]

Please select the most appropriate role for this person e.g Manager, Front of House, Box Office, Bar Staff, Producer etc.

Secondary Contact [Tick box]

Is this person a secondary contact for the venue? Fringe staff will contact this person if the primary contact is unavailable.

Venue Publicist [Tick box]

Is this person a publicist for your venue? This person may be contacted directly by an Adelaide Fringe publicist or the media.

When you have finished setting up your staff, click continue  
You can make changes to your staff at any time via the Staff tab.

### Venue Bank Details

In order for Adelaide Fringe to provide you with your box office settlement you must provide us with your bank details. You will not be able to finalise your registration until you provide us with these details. This information ONLY applies to this venue registration.

We have pre-filled your details

Please review carefully and click the submit button to save once you're happy.

### Bank & Tax Details

136 Frome Street Adelaide SA 5000

Tel. +61 8 8100 2000

[buzz@adelaidefringe.com.au](mailto:buzz@adelaidefringe.com.au) [adelaidefringe.com.au](http://adelaidefringe.com.au)

Principal Partner



ABN 71 660 859 461



You will need to complete the tax and bank details below if you expect to receive any ticketing income.

## Opportunities

### Advertising Opportunities with Fringe Media Partners

Would you like to learn more about advertising opportunities with Fringe Media Partners?

### Adelaide Fringe Schools Program

Is your venue able to facilitate daytime sessions for the Adelaide Fringe Schools Program?

### Discounted Food and Beverage Partner Products

Are you interested in speaking with our food and beverage supply Partners in regard to stocking their products at a discounted rate?

## Other Opportunities

### Fringe Membership Discounts

Would you be interested in registering a discount for Fringe Members visiting your venue?

### FringeWORKS

Do you want to meet likeminded artists and venues? Find your community? Or simply find new networks? Let us know if you would like to run or host a workshop, event activity or get together during Fringe here!

### First Nations Cultural Ceremonies

As part of your venue programming do you intend to include a traditional First Nations ceremony or ceremonies?

### Artist Pass Discount

Would you be interested in providing a discount for 2024 Artist/Venue Pass holders?

### Vibrant Nightlife

Tell us about your venue's plans for late night entertainment or activities for Fringe 2024!

## Summary

You have now completed your interest in becoming an Adelaide Fringe Venue for 2024.

Please note: you won't be an official Adelaide Fringe Venue until you have a registered Adelaide Fringe event booked into your venue and linked in AVR. You might have an idea for a show, something that already happens within the venue, or you might be contacted by interested shows

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through the AVR Venue Finder.

## WHAT'S NEXT?

- Get out there and book some shows!
- Or why not register your own? Event Registrations open on 1 September 2023.
- Changes to your venue and spaces listing in the printed guide can be made until 18 October 2023.
- Changes to your listing on the website can be made at any time.
- You must communicate changes to any events and artists booked into your spaces.
- [RSVP to our Meet the Venues](#) networking event and pitch your venue to artists in person.
- Check out our [2024 Adelaide Fringe Fund](#).
- Learn more about [how FringeTIX works](#).

Let's connect! 🖱️ Like our [FringeWORKS Facebook page](#) & join our [Official Adelaide Fringe Participants Facebook group!](#)

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Principal Partner

**bankSA**



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