

UPDATED DECEMBER 2016

16th PRAGUE FRINGE FESTIVAL

FRIDAY 26TH MAY - SATURDAY 3RD JUNE 2017



APPLICATION PACK FOR PERFORMERS

Thank you for your interest in applying to perform at the 16th Prague Fringe Festival.

We're delighted that you are considering submitting an application, but before you do, it is really important that you read this pack to work out whether participation in Prague Fringe is right for your show and if the process is something you and your company will be able to commit to this year.

It contains essential information about the application process (dates/deadlines etc), technical and production details and important information about each venue, as well as the link to form itself.

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Venue Pack – Golden Key

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APPLICATION FORM AND CONTACT DETAILS

You can also find general information for participating companies (FAQs and handy tips for marketing your show) which might help you to decide whether or not you want to apply on our website at: <http://www.praguefringe.com/en/right/artist-toolbox/>

We look forward to receiving your application!

Team Fringe

HOW THE FESTIVAL WORKS: APPLICATIONS, FINANCES AND PRACTICALITIES

KEY DATES IN THE APPLICATION PROCESS (further explanation given below):

26th September 2016 closing date for submissions

By 30 November 2016 result notifications sent to all applicants

1 December 2016 contracts issued to successful applicants

By 15 December 2016 signed contract, participation fee and programme copy/image due

NB: If you apply within the application window, but haven't heard from us by the end of November, please contact us at info@fringe.cz in case your application has been missed or lost due to a technical fault.

WHAT ARE WE LOOKING FOR?

We accept applications for English-language and non-verbal performances of all genres/styles but over the years we have gained an understanding of what shows are well-received by our audiences and what fits best within our particular framework:

- 1) Shows with a running time of 1 hour. We are occasionally able to accept shows with 30 or 90-minute duration but the standard slot allocation is 60 minutes (or just under).
- 2) Comedy, cabaret, theatre, physical theatre, improvisation and storytelling are the genres that our audiences tend to be most attracted to and that work best in our venues.
- 3) Not bands – unfortunately the majority of our venues aren't suited to complicated live amplification of multiple instruments. Acoustic (or very low-tech) bands and singer-songwriters do work well and have however been popular in previous years.
- 4) Children's Theatre. We are planning to run a hub dedicated to children's theatre at the 2017 Fringe so we are particularly interested in receiving submissions for children's shows and performances for young children. If your show is suitable please make sure you mark the Children's Theatre option under 'Genre' and tell us more information in the field provided.

Overview

Now in its 16th year, Prague Fringe Festival is the longest-running festival of English-language theatre and performance in continental Europe. It takes place annually in May in the centre of the historical Malá Strana (Little Quarter) district of Prague between the famous landmarks of the Charles Bridge and Prague Castle.

Over the nine day period, we take approximately 45 productions in 7/8 venues. In-keeping with

the standard Fringe format, each venue runs several hour-long performances each day with 30 minutes between each show to clear the audience, reset and seat a new audience. Although this seems a very short length of time, experience over 16 years has shown that even quite technically demanding shows are able to fit this time schedule.

As we hope audience members will see several shows each night we programme the performances so you can see a show, have a beer, then go back for another show.

Venues

We use a variety of venues ranging from fully equipped black box theatres, to the small backroom of a bar with domestic spotlights. All the venues are within easy walking distance of each other. The more you let us know about your show in the application form, the better we can help you find the right space. If you have absolute requirements it is important that you let us know so we can put you in an appropriate space.

Several companies perform in each venue daily, so facilities have to be shared; this means we sometimes alter the venues from their usual layout. Storage of sets, props and costumes can be an issue, so it is important that you tell us if you have large items.

Full technical and production specifics of all the venues can be found in the detailed Venue Information Packs included in this document.

How it works:

- **Application Process** - upon consideration of your application, festival directors will contact you by the end of November to let you know whether or not your application has been successful.
Our decisions are made on a number of grounds including but not exclusively:
 - Distribution of countries represented
 - Range of performance types (cabaret, text based, comedy etc)
 - Fit of shows to venues
 - Quality and detail of application
 - Technical practicality of the show within our venues and/or the operating structures of the festival
 - Limited choice of date/venues for us to work with in application
 - Balance of returning companies/shows to first time participants/show premieres
- **Successful Applicants** – If you are selected to perform at the festival you will be required to enter into a contract with Prague Fringe detailing dates, times, ticket prices etc. Your company will be charged a basic participation fee calculated by the venue and the number of performances you have requested (details below). Please note that these costs are per 60 minute performance slot used (i.e. 9 slots in our largest space: 9 x 2,600 CZK = 23,400 CZK) This fee must be paid before the 15th of December, along with a signed contract and photo and text for the brochure in order to guarantee your inclusion in Fringe 2017. (You will receive details on exactly how to pay and submit these items if your application is accepted.)

Summary of Venues:

Please see the detailed Venue Information Packs on the forthcoming pages for more specific information.

VENUE	CAPACITY (seated)	BRIEF VENUE OVERVIEW	PARTICIPATION FEE per performance (with approx EUR conversion)
Malostranská beseda	80	Cabaret seating, raised prosc arch stage, entrances at the back of the stage. Fringe hub and club also located here.	2,800 CZK (103 EUR)
A Studio Rubín	60	Raked seating, end-on to audience, flexible seating, 2 entrances at back of stage.	2,400 CZK (88 EUR)
Divadlo Kampa	57/67	Raked seating, end-on to audience, several entrance options through blacks, wing space.	2,400 CZK (88 EUR)
Divadlo Inspirace	45	Raked seating, end-on to audience, multiple entrances through blacks, wing space. Renovated in 2016	2,400 CZK (88 EUR)
Cafe Soda	30	Brand new space for 2017. Cellar bar and performance area. Little or no tech provision.	1,900 CZK (70 EUR)
Golden Key	20	Intimate and atmospheric cellar space. Very limited lighting and sound. No technician available.	900 CZK (33 EUR)
Cafe Bar 3+1 (Formerly Kavarna 3+1)	20	Very intimate back room in a café/bar. Very limited lighting and sound. No technician is available here	900 CZK (33 EUR)
Malostranská beseda Multi-purpose room	20	Completely empty room suitable for non-traditional/site specific performances. No sound or lighting or technician is available here	900 CZK (33 EUR)

NB: this table should be treated as a rough guide as not all the venues have been confirmed and fees may change slightly depending on final hire rates etc. Prague Fringe will liaise with you regarding the appropriate venue on consideration of the requirements of your production.

Please note that the lower cost of Golden Key, Cafe Bar 3+1, Cafe Soda and Malostranská beseda Multi-purpose room reflects not only the lower seating capacity but also fact that they have very basic facilities.

The participation fee is a payment towards:

- * **Venue costs** (venue hire etc.)
- * **Initial get-in/rehearsal time - varies depending on venue**
- * **Technical assistance** except for Golden Key, Cafe Soda, Cafe Bar 3+1 and Malostranská beseda Multi-purpose room. (Extra fee applies for operating shows, see 'How it Works – Technical and Production' for more information)
- * **Basic general cover lighting and sound rig** (where applicable)
- * **Festival Programme** – the show will be included in the Fringe programme in print and online
- * **Generic Marketing** – see the 'Bums on Seats' marketing guide on the ARTIST TOOLBOX section of the website for more information:
- * **Generic Administration**

Door split - Companies take a 60% cut of the door sales, minus any central box office handling fees (in 2016 it was 10kc per ticket, final fee for 2017 will be confirmed in your contract in December) and 15% VAT, as well as any additional optional expenses (such as lighting operator, Fringe photography etc), which will be transferred into your account before the end of June once all ticket sales are accounted for.

Time Slots - are 90 minutes each, broken down into 60min show time and 20min get-in and 10min get-out.

Ticket Prices – In 2016, ticket prices were 150 CZK (cca 5.55 EUR) with a student/child discount and frequent Fringe discount of 100 and 120 CZK (cca 3.70 - 4.40 EUR) available. We reserve the right to introduce special ticket prices and offers to boost overall sales – specific details to be included in the final contract issued in December.

Other useful information

- **Accommodation** - Prague Fringe Festival **does not** provide accommodation for incoming companies. We do however cooperate with a number of hotel partners to offer a range of quality accommodation with Fringe discounts. More information to follow with your contract in December.
- **Transport to Prague** - Prague Fringe **does not** cover the cost of any travel expenses to the festival. We recommend www.skyscanner.net as a way of finding the cheapest airlines flying to Prague from your destination.
- **Other costs** -The general cost of living is still cheaper in the Czech Republic than in other EU countries. For example, 0.5 litre of beer or cup of coffee: 35 – 50 CZK (1.30 – 1.85 EUR). Main course in an average priced restaurant 175 CZK (6.47 EUR). Further information available here: www.expatistan.com/cost-of-living
- **Guides to Prague** - Prague Fringe recommends the Time Out guide to Prague and www.prague.tv as a good source of local information in English.

HOW THE FESTIVAL WORKS:

TECHNICAL AND PRODUCTION

Technical time and Rehearsals

Most venues open up to six shows in two days of rehearsals; this means preparation time is very restricted. We advise that this only allows time for technical preparation and maybe the one run-through, we strongly recommend that you have at least previewed your show before arriving in Prague.

We generally allocate: four hours of technical/rehearsal time to theatrical productions; one or two hours to soundcheck musicians; 15 – 30 minutes for stand up comics. If you are a musician or comic with a theatrical show please let us know and we will arrange longer. Companies that arrive in Prague earlier often have better preparation time. We can sometimes find extra rehearsal time, however we will have to charge you for theatre rent and staff.

Lighting and Sound

Prague Fringe Festival (PFF) will rig and focus a basic warm and cold lighting general cover which is shared with all companies; this CANNOT be refocused. We also rig at least one profile (leko) at the rear of the venue that CAN be refocused and coloured by each company. If you require additional lighting we can hire in extra equipment at your expense. *Please note that Cafe Bar 3+1, Golden Key and Malostranská beseda Multi-purpose room do not have theatrical lighting but only simple domestic lights*

Past experience has shown that allowing companies to share specials is not practical. If you wish to bring your own equipment please inform us in advance.

All venues (except Golden Key, Cafe Soda, Cafe Bar 3+1 and Malostranská beseda Multi-purpose room) have a basic sound system suitable for the venue.

Cafe Bar 3+1 is a basic domestic system with no microphone. Malostranská beseda Multi-purpose room has no technical facilities whatsoever.

Electricity

The Czech Republic uses 220v. Plugs are North European 2 pins plus earth (Schuko CEE7/5). It is generally easier to purchase adaptors outside the CR than within.

Please note North American equipment will need either a transformer (difficult to obtain and expensive to hire in the CR) or omnibee multi voltage – most laptops and data projectors have this facility but please check.

Sets

Most venues have limited storage for sets so it is important to let us know your set storage size. You should be able to set up your show each day within 15 minutes and strike it within 10 minutes. If you need longer please let us know in advance.

At the end of the festival you will need to remove your set on the final night, if this is not possible

we will need to make arrangements in advance. You cannot 'abandon' anything in Prague but either need to remove it or arrange disposal.

Fringe Technicians

All Fringe Technicians are English speaking and will be your primary contact during the festival. Fringe Technicians will help you prepare during your initial fit up and technical rehearsals, including programming the lighting board. During the festival they will co-ordinate, and help with, changes between shows. They also work alongside the Festival Assistants (who run the front of house and box office operations) to ensure that the audience is let in and that shows start on time.

Fringe Technicians can also operate your shows, however you will be charged a fee (200 CZK cca 7 EUR) per performance for this (deducted from your final ticket settlement).

PFF requires for safety reasons that there is a person at the control position at all times during the show. Therefore if you do not provide an operator we will supply, and charge you per performance for, an operator, *even if there are no cues*.

NB: Cafe Bar 3+1, Golden Key, Cafe Soda and Malostranská beseda Multi-purpose room do not have Fringe Technicians so these are the only exceptions to this rule.

Do I need to bring a Technician?

See above. Fringe Technicians can operate sound and lighting, however PFF will charge you a fee for this per show.

If you have a complex show it may be better to bring your own operator, please remember the Fringe Technician will only have a short time to learn your show.

Sourcing Items in Prague

PFF does not have the staffing to find props or set for you in Prague, however we may be able to advise you where to start looking. Most of the venues have basic items such as chairs and tables, but only a limited stock. Please let us know what you are looking for and we will do our best to help. Czech theatres do not carry such items such as stage braces, stage weights, masking flats, etc. Also most theatres do not carry a wide range of tools.

Technical Questionnaire

Part of the application form is a technical questionnaire. We appreciate that your show and technical requirements may change between now and the festival but this form gives us a chance to assess if your performance is suitable for the festival and where best to place the show. About a month before the festival we will ask you to refill the form with any updates. You will be given the opportunity to attach any photos, drawings and ground plans that you feel appropriate.