



2018 Melbourne Fringe Hub Information Pack

Each year Melbourne Fringe programs and manages a variety of spaces in the Errol Street precinct including North Melbourne Town Hall and the Lithuanian Club. These spaces are collectively known as the Fringe Hub. The Fringe Hub plays a crucial role in the Festival as an access point for audiences and artists. As well as the programmed venues, the Fringe Hub also houses the Festival Club and Underground bar.

We anticipate over 100 applications and we will only be able to program around 50 of these. Please keep in mind that there are hundreds of other great venues around Melbourne that might also suit your needs, and we encourage you to check them out as well. You'll also need a backup in case your Hub application isn't successful. Melbourne Fringe will provide advice on alternative venues to shows that are unsuccessful with their Hub applications and individual show feedback will be provided on request.

Fringe Hub Programming Criteria and Vision

PROGRAM *The Fringe Hub programming vision is:*

To curate a unique space and a program of works that engenders participation, discovery and adventure for both audiences and artists; forefronts diversity; supports experimentation; and fosters connection and celebration.

NEW WORK

- Preference will be given to work that will have its Victorian premiere at the 2018 Melbourne Fringe Festival.
- Revised staging of recent work, providing it has undergone significant development since its previous production, will also be considered.
- We're committed to finding space in the Fringe Hub program for new ideas, under-represented art-forms, work that's experimental and on the edge of current practice.
- We also program a number of works NOT in traditional spaces. If you have a work that could sit on the Fringe Hub Fringe, we want to hear your ideas.

SUITABILITY FOR THE SPACE

- Shows that are light on infrastructure and able to work with a shared lighting rig are best suited to the multi-show black box-style Fringe Hub spaces.
- Shows with technical requirements that suit the space for which they have applied. The sizes of the performance spaces vary, as do the audio and visual equipment.
- Work that can be bumped in/out within a shared 10-15 minute window (ie. this time is shared with the show preceding and following).

EMPATHY WITH MELBOURNE FRINGE'S GOALS AND PHILOSOPHY

- No work that is racist/sexist/homophobic/transphobic

About the EOI process

- If you are considering submitting a Fringe Hub EOI you should first call the Fringe Office on 03 9660 9600 or email Festival Producer Danny Delahunty (danny@melbournefringe.com.au) or Associate Producer Tom Browne (tom@melbournefringe.com.au) to let us know your idea and to make an appointment to come in and discuss it in more detail. You can book a meeting with us here: <http://calendly.com/participant-services/20-minute-artist-meeting>
- Please do your research. Read this document in full. Talk to someone who has been programmed in the Fringe Hub before. Melbourne Fringe staff are available to answer any questions, so there is no need to guess!
- The more we know about your show and your artistic practice, the more we will be able to assist you.
- All applicants should also be researching alternative venues as a backup.
- The main contact person for your show must be contactable during business hours.
- Remember that registration for the 2018 Melbourne Fringe Festival takes place from **9 April – 28 May** and you will need to have finalised all details by this time, including venue, show image, blurbs, ticket prices and dates. Artists programmed in the Fringe Hub still have to complete their registration by May 28.

Key Dates

Hub Expressions of Interest due	23 April, 10am
Hub applicants notified of status of application	Week commencing 30 April
2018 Melbourne Fringe Festival Registration	9 April – 28 May
Early Bird Registration closes	7 May
2018 Melbourne Fringe Festival	13 – 30 September
Melbourne Fringe Hub Opening Night	14 September
Melbourne Fringe Festival Awards Night	29 September

Hub Venue Information

SCHEDULING OF SHOWS

- Shows in the Fringe Hub cannot be longer than 60 minutes*
- Bump in and out times are 15 minutes maximum*
- Shows are programmed for either a 7 night or 14 night season, with some exceptions noted below. We will program matinees on the middle Saturday of the Festival, and as part of your EOI process you may express your interest in having this additional performance during the day.
 - The **Underground** will have a 6 night or 12 night season (no Sundays or Mondays), and
 - The Lithuanian Club **Main Theatre** is much more flexible, and may have anything from a one-off or shorter season, to a longer 7 night or 14 night season.
 - Seasons in the **Fringe Hub Fringe** are in non-traditional spaces and can be any length.

* The Lithuanian Club **Main Theatre** or shows part of the **Fringe Hub Fringe** can be more flexible on both show length and bump in / out times – please get in touch with us to discuss your ideas.

FOR ALL SHOWS IN THE FRINGE HUB

- All shows are 1 hour earlier on Sundays
- The Fringe Hub is closed on Mondays

LOGISTICAL DETAILS

- There is minimal storage space.
- All electrical equipment must be tested and tagged.
- 1 Venue Technician per room is included in your venue hire, as well as all your Front of House and ticketing staff.
- It is compulsory for all shows to have Public Liability Insurance. We do offer an umbrella insurance scheme, which you are able to opt into during registration.
- Most Fringe Hub venues are not necessarily suited to bands unless doing a cabaret style show, but please get in touch with your ideas and we'll see what can work.

SELLING TICKETS

- Melbourne Fringe will sell all tickets to shows in the Fringe Hub.
- The average percent of tickets sold to Fringe Hub shows in 2017 was 49% of the house. Standard industry estimates for independent shows are 30%.
- Fringe ticket sales are a combination of online presales and walk ups, so you may need to adjust your budget projections accordingly.

VENUE

When applying you will preference your top three venues. **Venue details and technical specifications are subject to change.** Technical specifications are listed in the [Fringe Hub Tech Specs](#) document.

Room	Price per performance	Seating Capacity
Parlour Room (NMTH)	\$115	28
The Son of Loft (Lith Club)	\$ 115	28
The Loft (Lith Club)	\$ 175	50
Studio 2 (NMTH)	\$ 195	57
Studio 1 (NMTH)	\$ 195	59-62
Underground* (NMTH)	\$205	70
The Ballroom (Lith Club)	\$ 210	114
Main Theatre (Lith Club)**	25% Door Split	193 (or 293 with balcony)
The Warehouse*** (NMTH)	\$185	Up to 50
Fringe Hub Fringe (eg. Alternative performance space or live art works)****	Variable	N/A

* Layout for the **Underground** can include both cabaret and theatre style seating and the venue has a bar inside it. Shows programmed in this venue will not run on Sundays or Mondays. Only TWO shows per night will be programmed in this venue as from 9pm it opens to the public as a bar space. As such, please preference either the 6:30-7:30 or 7:45-8:45 options when nominating your performance times.

** The **Main Theatre** at the Lithuanian Club is our largest venue and to make things easier for participants it will be operating on a door split model this year – instead of paying a flat fee for hire, you pay 25% of your gross box office takings for hire of this venue. Please ensure you fill out the Main Theatre EOI Form (see page 5).

*** Programming in **The Warehouse** space in the Fringe Hub is dedicated to ambitious and exciting ideas that might not fit into any of the other rooms. The Warehouse is suitable for dance, cross-artform, live-art or promenade theatre type projects. The Warehouse does not have a prescribed seating or staging configuration like the other rooms in the Fringe Hub.

**** We are also taking applications for alternatively staged works as part of **Fringe Hub Fringe**, which could be shows in alternative performance spaces, live art, public space activation, or anything you can think of really! We want to hear your ideas! Maybe it’s a show in an unused space at the Town Hall, or in a park around the corner, or cramped into a campervan parked across the road. To be a part of Fringe Hub Fringe the project must be innovative and challenging in the way it is presented to the audience, and must *begin* at or near the Fringe Hub (but you could walk / drive / fly your audience anywhere once the show begins....) Please ensure you fill out the Fringe Hub Fringe EOI Form (see page 5).

Support Material

- If providing video support material, limit to a few minutes that best encapsulate the work
- Provide lots of images and details on what you imagine the show to look like
- We understand that it is hard to present support material for new work; however, every little bit helps!

What it Costs

- There is a fixed fee per performance (venue hire), with the exception of the Main Theatre (Lith Club) which is operating on a door split model. These costs are listed on page 3.
- There is a scaled inside ticketing charge per ticket depending on ticket price, which is the same ticketing charge that all events in the festival pay (\$3.00/\$3.50/\$4.00/\$4.50)
- Public Liability Insurance is required for all performers/company members and is in addition to venue hire. Melbourne Fringe will secure an umbrella policy that artists can opt into for the Festival period at a low cost. If you are interested in this process, you can nominate your interest during the online registration
- Registration for events in 2018 will be:

If your event is Free; or is a One-off Paid Event	\$275
If your event is Free; or is a One-off Paid Event (Early Bird)*	\$225
If your event has 2-3 Paid Session	\$355
If your event has 2-3 Paid Session (Early Bird)*	\$305
If your event has 4+ Paid Session	\$425
If your event has 4+ Paid Session (Early Bird)*	\$375

**Early bird registration closes on May 7. Events must be fully complete by this date to receive the early bird discount.*

Contracts

- Successful applications will be required to sign a venue hire agreement with Melbourne Fringe.
- Forewarning of a special clause in the venue hire contract: “Lithuanian Club events (Main Theatre, The Loft, Ballroom, Son of Loft) – The Visiting Producer acknowledges that Melbourne Fringe is operating in the Lithuanian Club with the support of Melbourne’s Lithuanian community and as such will prevent the Production from containing elements that glorify the former Soviet Union.”

Questions and Queries

Got questions? Contact our producing team - Danny Delahunty or Tom Browne - on 03 9660 9600 or via email: danny@melbournfringe.com.au and tom@melbournfringe.com.au.

Keeping up to date

You **MUST** subscribe to the Melbourne Fringe eNews bulletin. You can sign up at melbournfringe.com.au. Important dates, deadlines and all things Fringe will be sent out via the eNews.

Application Questions

To apply for the Fringe Hub, you’ll need to fill in the Survey Monkey EOI form.

It’s boring (we know) but you cannot save your Survey Monkey form and return to it at a later date. So here are the key questions you’ll need to think about before you fill out your application. Use these to prepare your application before submitting.

Please note – there are **different EOI forms** depending on what part of the Fringe Hub you are applying to. Most applications will go through the [Fringe Hub EOI Form](#), but if you are applying to the Main Theatre (Lith Club) you will need to go to the [Fringe Hub Main Theatre EOI Form](#), and if you are applying to be a part of the Fringe Hub Fringe you will need to fill out the [Fringe Hub Fringe EOI Form](#).

Below are the general questions you will be asked when filling out your EOI form. Some of the questions are slightly different for the Main Theatre EOI Form and Fringe Hub Fringe EOI Form, but the information we ask of you is substantially the same.

SHOW DESCRIPTION

Please give us an outline of your idea; think about content, style or form, number of performers, what you are exploring in the work, what the will audience see. Don't be afraid to put it simply and leave the 'art speak' for later... (200 words)

SHOW BACKGROUND AND YOUR FUTURE

How do you see the presentation of this show fitting into your long term artistic practice? We want to hear about your ideas, no matter how complicated, challenging or ambitious. We also want to know why being in the Melbourne Fringe Hub will help your career. (200 words)

PREVIOUS PARTICIPATION

Have you participated in the Melbourne Fringe Festival or any other Festivals before? If so, please provide brief details. (200 words)

AUDIENCE

It's important to note that being in the Fringe Hub does not guarantee an audience. Please detail the kinds of audiences you expect to come to your show. Please do not write 'everyone'. Who will you target and how will you get them to come along? Think of the kinds of people who are actually likely to buy a ticket to your show, as well as those who may come if marketed to effectively. (200 words)

GENRE

You'll be able to select a genre for your work.

CAST AND CREW

Please provide very brief biographies of key participants and their involvement in the project (e.g. actor, director, writer, designer). We are aware that not everyone will have come on board with the project at this stage. (100 words max per bio). There is also a demographic question in this section.

SUPPORT MATERIAL

You are welcome to supply images, video or reviews of current or previous work, or material of the development of the show you are applying on behalf of. All content should be sent as internet links (e.g. Vimeo, link to your website, images hosted online, etc). You may supply up to three links.

TECHNICAL REQUIREMENTS

Technical Requirements of shows are required in as much detail and as early as possible to allow for appropriate hire and resourcing of venues. It can be beneficial for shows to let us know about the following areas: Sound requirements, Lighting requirements, Audio Visual requirements, Change room requirement and Electrical equipment. (Up to 100 words for each category, if you don't know please state N/A or leave blank).

SEASON DETAILS

We will ask you the duration of your event, and the preferred performance times. We will also ask you if you want to do a matinee performance on Saturday 22nd September, and to choose a season length from the following options:

- Block 1 | Friday - Friday (No Monday) | 14th September - 21st September |
- Block 2 | Saturday - Saturday (No Monday) | 22nd September – 29th September |
- Entire Season / or number of shows in the Main Theatre

NB: Season detail questions will be different in the Main Theatre (Lith Club) and Fringe Hub Fringe EOIs.