



PLEASE RETURN COMPLETED REGISTRATION TO:
HAMILTON FRINGE FESTIVAL
c/- Hamilton Community Arts Council
1st Floor, ArtsPost Building
120 Victoria Street
PO Box 19352
Hamilton

TO CONTACT US:
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www.hamiltonfringe.co.nz

KEY DATES

REGISTRATIONS CLOSE FRIDAY 19 FEBRUARY 2010

CCS FUNDING FRIDAY 19 MARCH 2010

IGNITION FRINGE FESTIVAL 11 - 19 JUNE 2010



The Fringe Festival is an open access festival that takes place in Hamilton theatres, venues, galleries, and 'found' spaces. It caters for all the arts under seven broad categories – Comedy & Spoken Word, Dance, Music, Street Performance, Theatre & Performance, Visual Arts, Film & Multimedia.

FREQUENTLY ASKED QUESTIONS

How much does it cost to be in Fringe Festival?

For Ignition 2010 we are introducing the payment of a refundable* Bond of \$100. There continues to be no cost to register an event with the Hamilton Fringe Festival 2010.

Should you use one of the provided Fringe Festival venues the cost of your venue will be covered and in return Ignition 2010 will take 25% of your total door takings (including both ticketed and koha (donation) events and visual art sales).

Should you use a 'found' venue, Ignition 2010 will take 15% of your total door takings (including both ticketed and koha (donation) events and visual art sales).

Fringe provided venue: Bond \$100 + 25% of door takings

Found venue: Bond \$100 + 15% of door takings

* see Artist Contract for further details on conditions of refundable bond

What are my venue options?

Ignition 2010 will provide and operate 4 venues. There is also the opportunity for you to find your own venue.

The Ignition 2010 venue options are:

The Meteor: Recently upgraded, The Meteor is a unique blackbox venue accommodating up to 250 people maximum seated. It can be configured in many different ways, and also has a foyer that is ideal for exhibitions.

Flow Bar (tbc): A downstairs bar on Victoria Street with a great reputation. Fits up to 200 people standing or approx 50 seated audience. It has a staged area and small green room.

Browsers Book Shop: Hamilton's favourite pre-loved book store, maximum audience room of 30

Wintec Moving Image Studio (tbc): Large open plan studio. Suitable for screenings or performance.

'Found' venue option:

You are also welcome to find your own venue for your event. With this option the Artist is responsible for all the technical requirements required with using the space. Things to consider when using a Found venue include: lighting, sound, technicians, seating, power, any Council permits required, businesses/people affected in the area, access.

Found venues still get the use of the Ignition booking service, front of house staff, and the generic Ignition promotion.

We would also like to see some events take place in areas such as Garden Place and shop windows. Please contact us to discuss your requirements, and ideas.

We would also like to see some events take place in areas such as alternative venues and shop windows. Please contact us to discuss your requirements, and ideas.





How are tickets going to be sold?

From mid-May a dedicated phone booking line for the Fringe Festival will be manned on weekdays from 10am to 4pm out of the Hamilton Community Arts Council office. An answer phone will be operating outside these hours with daily clearance.

Tickets will also be available for purchase by visiting the office during opening hours, Monday to Friday, 9.30am to 4.30pm.

Door sales will be available for each event from 1 hour before the start time. Ignition will provide a Front of House staff member for Door Sales at each performance.

Complimentary Tickets:

Every Fringe event charging an entry fee must provide 2 complimentary tickets to the Ignition 2010 office for one performance of the event. This includes those events with door sales only. These will be used for promotional purposes such as Festival sponsors and competitions.

Distribution of other complimentary tickets is at the discretion of the individual event organisers.

How many performances can I do?

Your Fringe event could be a 'one off' performance if you wish. The maximum number of performances will be 3, dependent on venue availability and programming.

How much should my tickets cost?

Your production budget should provide an idea of what you will need to charge for tickets.

We would recommend between \$10 and \$15. You may like to consider one price for those waged, and another for those unwaged.

Your event can also be entry by Koha (donation).



How do people find out about my show?

While a Festival programme will be produced, it is the responsibility of the artist or producer of each Festival event to promote their show. The Fringe Festival will undertake some generic advertising with posters, radio and print advertising, and print features. This may include highlighting individual events, or setting up interviews with artists.

Keep in mind that high quality, interesting images are given preference by local papers and websites when deciding which shows they will cover.

Note:

It is important that all promotional material aligns with information printed in the Festival programme. The Ignition 2010 logo and details of how to book tickets must be included in all promotional material.

A media seminar will be held in March 2010 to which all Ignition participants are invited to attend.





How can I get some funding for my project?

There are a number of opportunities for applying for funding for your event, and it is up to each artist or producer to seek funding for their project.

Some suggested methods of finding funding are:

Creative Communities Scheme Funding

Artists wishing to apply to the CCS scheme for their Fringe Festival event must apply to the funding round closing on Friday 19 March 2010.

Application forms are available from the Hamilton Community Arts Council office or on the website, www.hcac.org.nz. We strongly advise that you meet with a Fringe team member before you apply

Hamilton City Council: Funding Hamilton & Waikato Region.

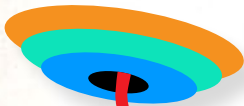
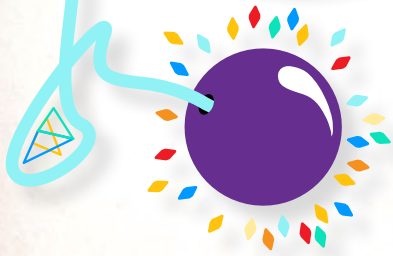
Website: <http://hamilton.co.nz/index.aspx?PageID=2145826634>

The Funding Information Service:

3 databases are available for searching. This facility is available for use at the Hamilton Community Arts Council, and the Hamilton Public Libraries

Sponsorship:

Consider forming relationships with people or businesses where you can work together towards a common goal. They may have a personal connection, similar values, or similar target markets.





REGISTRATION FORM

1. **Main Contact Person**

Name _____

Email _____

Postal Address _____

Phone _____

Mobile _____

2. **Other Contact Person**

Name _____

Email _____

Phone _____

Mobile _____

3. **Number of People in your show** _____

4. **Bank Account Details for reimbursement of net box office takings**

Bank: _____ Branch: _____

Name of Account Holder: _____

Account No.: __ / ____ / _____ / ____

1. **Event Category**

Comedy & Spoken Word

Dance

Music

Street Performance

Theatre & Performance

Visual Art

Film / Multimedia

2. **Event Name** _____

3. **Production Company** _____



4. Event Description

All Fringe Festival events get a description of their event and an image in the official Festival Programme. The best event descriptions paint an accurate but glowing picture of the event. The audience needs to know what is being presented.

We require 2 event descriptions – 1. a maximum of 60 words, and 2. a maximum of 15 words

1. You have 60 words. Neatly write your description below.

2. You have 15 words. Please write your description below:

5. Event Image

The image next to your description is crucial to attract people to your event. The image can be black and white or colour. Photos must be real photos – no laser copies. Digital images must be 300dpi resolution and in jpeg format supplied on CD. Cartoon or other drawn graphics can be used once you have scanned these to cd. Label all images or CDs with your event name and contact details. Also include the photographer's or artist's full name.

6. Preferred no. of performances _____

7. Length of event (e.g. 30 min) _____

Note: Venue programming of events is based on the length provided here. If you event runs over the time stated here your performance may be cut short if it impacts on the starting time of the following events.



8. **Provided Venue**

- Meteor Theatre
- Flow Bar
- Browsers Book Shop
- Wintec Moving Image Studio

Found Venue – I would be interested in having my event at:

Venue Name _____
Venue Location _____

9. **Price**

Full Price _____
Concession Price _____
Children _____
Group Bookings _____
No. of people required _____

10. **Ticket System**

- Koha
- Door Sales

11. **Technical Requirements**

*Basic technical support will be provided in Ignition 2010 venues – this consists of a basic PA system and basic lighting grid where needed. Any technical requirements above this will be your responsibility to source.
All technical requirements with a Found venue are the responsibility of the Artist.*

***Please complete this section only if you are wanting to use a Ignition 2010 venue.
Please provide an idea of what the technical requirements may be for your event***

Please provide an idea of what the technical requirements may be for your event

Performance Area (size): _____

Stage Platform: Y / N

Sound: _____



Lighting: _____

Multimedia: _____

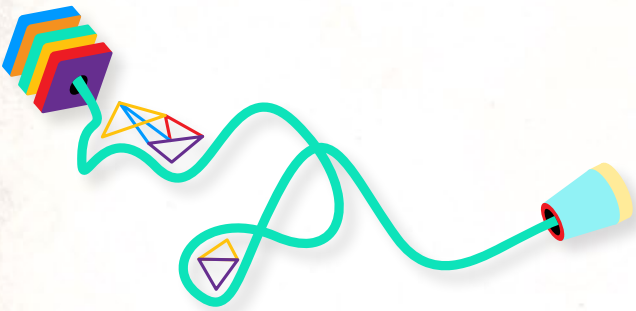
Other: _____

Do you have experienced technical support for your event?

Yes Who? _____

No

Please contact us if you need further advice with putting your show together. We would be happy to assist you.



FRINGE-ARTIST CONTRACT

* Contact Fringe staff if you would like to discuss any aspect of this agreement

As a participant in Ignition 2010 - Hamilton Fringe Festival I agree:

1. That to complete Registration I must provide to Fringe staff by Friday 19 February 2010:

- a) This Agreement completed and signed
- b) My Registration Form and \$100 Bond payment

Remember if you are applying to the CCS Funding then that is due by Friday 19 March 2010.

2. That my programme entry may be edited and that:

- a) The Hamilton Fringe reserves the right to reject programme images it deems inappropriate
- b) My programme entry, image and publicity material may be used by Fringe staff to promote the Hamilton Fringe, including Fringe staff passing copies of this material to media outlets
- c) Images of my show may be used to promote future Hamilton Fringe Festivals.

3. That if I am booked into a Fringe Festival venue I agree that:

- a) Festival staff are responsible for programming all Fringe booked venues and will make the final decision regarding the number of shows and the times of my event
- b) Any costs incurred as a result of damage to the venue or equipment in the venue by participants in my event will be reimbursed to the Fringe Festival.

4. That if I am booked into a Found venue I agree that:

- a) I am responsible for all aspects of said venue including hireage, security, permits, equipment hire etc
- b) I will work closely with Festival staff to ensure that programming of my event enhances the overall Ignition programme.
- c) Any costs incurred as a result of damage to the venue or equipment in the venue by participants in my event will be reimbursed to the appropriate supplier.

5. That I will use the ticketing system arranged by the Hamilton Fringe Festival staff and that I will:

- a) Forfeit my bond payment of \$100 should my event be withdrawn from the Festival after the Ignition 2010 programme design is completed and ready for print
- b) Receive the net box office takings after the appropriate venue % fee has been taken by the Hamilton Fringe Festival for my event at the conclusion of the festival.
- c) Receive a refund of my \$100 Bond taken by the Hamilton Fringe Festival at the conclusion of the festival (unless 4a was enforced).
- b) Provide 2 complimentary tickets to the Hamilton Fringe Festival for one performance of my event.

6. That I will display the Hamilton Fringe logo and ticketing outlet information on all publicity material promoting our event (including posters, catalogues, fliers and advertising) and that:

- a) I will provide the Fringe Festival with copies of publicity material for my event
- b) I will make myself available for Fringe Festival promotions and publicity events
- c) I will not use the word 'Fringe' in the title of my event
- d) I will not use the Fringe logo or marketing image as the main image for my event.

7. I will keep Fringe staff informed of my current contact details and that:

- a) The Hamilton Fringe Festival reserves the right to reject late artist registrations
- b) The Hamilton Fringe Festival reserves the right to refuse to promote any sponsor associated with an artist event that conflicts with sponsorship agreements signed by the Hamilton Fringe Festival
- c) That I am entirely responsible for public liability insurance and the safety of audience members during my Fringe event
- d) I am responsible for any debts incurred as a result of presentation of my event
- e) I do not represent the Hamilton Fringe Festival and will not enter into any contract with a third party on behalf of the Hamilton Fringe Festival
- f) This agreement is binding on all members participating in my event.

8. THE HAMILTON FRINGE FESTIVAL RESERVES THE RIGHT TO SEEK REIMBURSEMENT FROM THE SIGNEE AND ASSOCIATED PARTICIPANTS FOR COSTS INCURRED BY THE FESTIVAL IF THEIR EVENT IS CANCELLED OR IF THEY FAIL TO MEET THE OBLIGATIONS SET OUT IN THIS CONTRACT.

Signed: _____

Name of signee: _____

Name of Event: _____

Date: _____ / _____ / _____

