

St-Ambroise Montreal FRINGE Festival 2022: OFF Performance Application

Thank you for your interest in the 32nd St-Ambroise Montreal Fringe Festival, happening May 30 - June 19, 2022. Applications to our OFF Programming are due by Friday, April 22 at 6PM (EST).

If you are considering apply, you MUST be in touch with us in advance of the deadline to express interest by emailing artistes@montrealfringe.ca. Email or call us with questions at 514-849-3378. Applications are entirely online. If you encounter difficulty, please contact artistes@montrealfringe.ca for assistance or to explore alternatives.

Please read carefully through each section. To complete your application, you must send a copy of the contract with your venue to artistes@montrealfringe.ca. If these steps are not completed before the application deadline, your application will be cancelled. If you are currently on the A-Z Programming wait-list, your administration fee will be transferred to your OFF application.

If you are a band who wants to play the FRINGE Park or if you want to collaborate on a special event, do not submit an OFF Performance Application. Please contact fringe@montrealfringe.ca to discuss.

DATES AND DEADLINES

OFF Applications due: April 29, 2022 by 6pm

Festival Dates: May 30 - June 19, 2022

OFF Show Dates: May 31 - June 19, 2022

* Required

1. Email *

How the OFF FRINGE works

ACCEPTING COMPANIES. Priority for acceptance of OFF Companies is based on a first-come first-accepted basis, depending on the feasibility of your project, up to the discretion of the festival's Executive and Artistic Director. We hope to be able to accept all companies wanting to present an OFF Show, but as OFF shows require a particular kind of care, we limit it to the amount of extra venues we believe we can handle. Applying does not mean your show will be accepted. You must be in touch with us at artistes@montrealfringe.ca if you are considering applying.

YOUR COMPANY. To ensure equitable access to the festival, the FRINGE will only accept one show per company. If you send more than one OFF application, only one will be accepted. You may not change the name of your company after we receive the application form. It is strictly forbidden to sell or give away your slot to another company.

What the FRINGE does for OFF Companies:

- We provide Advance Box Office services;
- We include your venue in our Insurance Policy;
- We list your show in the FRINGE Program, Master Schedule & Website;
- We provide access to our Media List and Press Package;
- We invite you to attend our Publicity Workshops;
- You will be invited to perform in the FRINGE-for-All press preview show and other promotional opportunities.

What you do:

- You apply and pay an application fee based on the capacity of one of your performances;
- You find and pay for your own venue, equipment and technician. (FringeMTL must approve your venue for safety and insurance reasons);
- You rehearse your show;
- You publicize your show (we give you workshops and media lists to help you);
- You set your own ticket prices (up to a maximum of \$12.50) and you keep 100% of that (we add service charges of \$2.75);
- You provide your own floats and Front of House staff (who we will train before the festival), and your own float;
- You decide your own schedule and how many shows you want to perform between May 31 - June 19, 2022. Please note that shows may start at 12 noon at the earliest, and end by 12:30 midnight at the latest (9:30pm on June 19, night of the Frankie Awards!).

TWO KINDS OF SHOWS - Site Specific and BYOV

A Site Specific show is one that cannot be done in one of our regular venues. In the past these shows have taken place in a pool hall, as two characters played a game of pool, or a parking lot, or in a kitchen or living room. They are non-traditional shows in non-traditional spaces.

A BYOV show takes place in a traditional venue that you rent yourself. It would be a good idea to team up with another company or companies to share a venue. A venue can be whatever you want it to be, but how many tickets you will be able to sell will depend on how closely it conforms to the festival's Fire Regulations. First and foremost, location, location, location. In order to maintain a festival atmosphere we ask that all the venues be within walking distance of the FRINGE Park located at the corner of Saint-Laurent blvd. and Rachel St.

By clicking NEXT, I confirm that I have read and agreed to the terms of this section

FAQ

Where should I look for a venue?

The festival perimeter is generally Ste-Catherine Street along the South, St-Denis Street along the East, Parc to the West and Fairmount to the North. This is a fertile breeding ground for cafés, bars, lofts, empty storefronts and art galleries. Many of them have varying degrees of lighting, sound, and stage equipment already available. This year, we are also using Le Théâtre Comédie de Montréal (1113 Boul. de Maisonneuve E, Montreal, Quebec H2L 1Z6) and we invite you to look in that area as well.

So, I'm just supposed to walk into a bar or gallery and ask if I can do my show there as part of the FRINGE?

Absolutely! You could be surprised about how receptive people are to the arts in Montreal. If they decline, just take it in stride and hit up the next place!

What kind of deal should I be working out with them?

This varies. Some bars are happy enough to let you perform for free before 10PM. You keep the door; they keep the bar. Some places will insist you only do Pay-What-You-Can, others may want a split of the door. YOU are responsible for whatever deal you make with them. MAKE SURE YOU GET EVERYTHING IN WRITING!! We will need a copy of the contract. Email artistes@montrealfringe.ca for a sample contract if you need one. Remember, if something feels too good to be true, it probably is. If something feels fishy, follow your instincts. Most bar owners and landlords are business people... business people are not known for their altruism. Make sure you protect yourself. If you want to run something by the FRINGE for a second opinion before you sign anything, feel free.

Can the FRINGE give us equipment?

Unfortunately not – OFF companies are responsible for their own venue and equipment. We might however be able to help you locate what you are looking for. Just email artistes@montrealfringe.ca.

How much should I expect to make?

In recent years, OFF shows have done increasingly well, but they can still be a hard sell. Doing an OFF show means extra work and extra risk because you'll be finding, renting, equipping and staffing your venue at your own expense and then promoting your show to make back the extra costs. We recommend teaming up with other companies in your venue!

How do ticket sales work?

FringeMTL will take care of your Advance sales. Tickets will be available by phone, online, or at the Central Box Office. FringeMTL will NOT sell tickets at the door of your venue. This means you are responsible for your own door sales (finding your own venue manager). You will have to provide a person (who we will train) to sell tickets at the door starting one hour before your show, as well as a float for them to make change for patrons. This is another good reason to team up with other OFF companies, your partners can sell tickets for your show; you can sell tickets to their show.

Great! Are there any advantages to doing an OFF show?

You get to make your own schedule with performances from May 31- June 19, 2022, which may start at 12 noon at the earliest, and end by 12:30 midnight at the latest (9:30pm on June 19, 2022, night of the Frankie Awards!). Our regular shows get six performances at a variety of times. An OFF Company could potentially perform every night at 8PM, or every night at 8PM and 10PM!

If I applied to the A-Z Lottery and made it to the waitlist, does my administration fee carry over?

Absolutely! If you have already paid the admin fee to be a part of the A-Z Programming and wish to apply to OFF Fringe, you will not have to pay the admin fee a second time.

**PAYMENT +
APPLICATION -**
Please read
carefully

In order for your application to be complete, we require:

- Filling in the application form ;
- Payment of your Pick-your-price Admin Fee ;
- A copy of your contract with your venue (to be sent to artistes@montrealfringe.ca).

Once we have all of these, we require:

- Payment of your Application Fee (sliding scale based on your venue capacity, see below) via PayPal. You have 48 hours to complete payment upon reception of the PayPal invoice.

Payment Method

As part of our transition to a fully online application process, we are taking payments through PayPal. PayPal accounts connect with your bank and allow you to select various methods of payments, but it is also possible to pay with a credit card without a PayPal account. If you require any assistance or need to discuss alternative methods, please contact artistes@montrealfringe.ca.

Administration Fee

This fee is non-refundable and is required in order to complete your application. You can only apply with one admin fee, multiple admin fees will be refunded. Exceptionally, for a second year in a row, we are offering pick-your-price for the administration fee:

Option 1. \$20 + \$1 (GST 5%) + \$2 (QST 9.975%) = \$23

Option 2. \$30 + \$1.5 (GST 5%) + \$2.99 (QST 9.975%) = \$34.49

Option 3. \$40 + \$2 (GST 5%) + \$3.99 (QST 9.975%) = \$45.99

Application Fee

This fee is based on the capacity of your venue (how many patrons can be seated per performance). Upon reception of this form, we will send you an invoice via PayPal, to be paid in the following 48 hours.

The fees are as follows:

1 – 24 patrons – \$470 + \$23.50 (GST 5%) + \$46.88 (QST 9.975%) = \$540.38

25 – 49 patrons – \$487 + \$24.35 (GST 5%) + \$48.58 (QST 9.975%) = \$559.93

50 – 74 patrons – \$535 + \$26.75 (GST 5%) + \$53.37 (QST 9.975%) = \$615.12

75+ patrons – \$595 + \$29.75 (GST 5%) + \$59.35 (QST 9.975%) = \$684.10

Additional Fees / Penalties

In order to ensure smooth functioning of OFF Venues at the festival, FringeMTL reserves the right to charge your company additional fees which may be deducted from your box office revenues. The following infractions will incur a penalty (first infraction \$25, each subsequent infraction \$200):

- Failure to send your box office volunteers/staff for training by Fringe Festival staff;
- Failure to provide adequate box office services to the public;
- Failure to pick up your box office package as required.

COVID-19 Special Protocol

We'd like to inform you that local venues are allowed to operate at an audience capacity of 100%. Masks are required for all audience members, and there are still strict limitations as to what performers are allowed to do on stage. Guidelines will continue to evolve as the government develops new directives leading up to the fest. We will keep you informed of our decision-making related to these guidelines.

Please note that you will have to follow and sign the COVID-19 Festival protocol as well as the updated MainLine Theatre Anti-Harrassment policy.

By clicking NEXT, I confirm that I have read and agreed to the terms of this section

Application

Applications to our OFF Programming are open from Tuesday, April 19 to Friday, 29 April at 6PM (Eastern).

2. Company name *

You do not have to have a legally registered company to be in the FRINGE, but we do need to call you something. Please choose your company name carefully. It cannot be changed under ANY circumstances.

3. Company from (City, Country) *

4. Title of Show (optional, not final)

5. Contact Person *

6. Street Address *

Your address will determine your lottery category.

7. Unit or Apartment # (If applicable)

8. City *

9. Province/State *

10. Postal/ZIP Code *

11. Country *

12. Telephone 1 *

13. Telephone 2

14. E-mail *

15. PayPal E-mail

16. Website

17. How did you hear about the OFF FRINGE?

18. Is your show bilingual or non-language specific?

Mark only one oval.

☐ Bilingual

☐ Non-language specific

By clicking NEXT, I confirm that I have read and agreed to the terms of this section

**Venue
Capacity &
Administration
Fee**

If your OFF Application is approved, you will be expected to pay an Application Fee to accept your slot in the festival. The total fee is determined by your venue capacity (how many patrons can be seated per performance).

Return to SECTION 4 of 7 for more information about Fees and Refunds.

19. Do you have a venue? If yes, which one?

20. Please indicate the capacity of your venue (To be paid later, only if approved.) *

Mark only one oval.

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- ☐ 25 – 49 patrons – \$487 + \$24.35 (GST 5%) + \$48.58 (QST 9.975%) = \$559.93
- ☐ 50 – 74 patrons – \$535 + \$26.75 (GST 5%) + \$53.37 (QST 9.975%) = \$615.12
- ☐ 75+ patrons – \$595 + \$29.75 (GST 5%) + \$59.35 (QST 9.975%) = \$684.10

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Conditions

On behalf of my performing company, I acknowledge that:

- Once my Application Fee is paid and my application accepted, I will be permitted to perform in the 2022 St-Ambroise Montreal FRINGE Festival ("The Festival");
- It is my responsibility to secure all rights and pay all royalties and taxes for my production; and to provide proof of such on demand by the Festival;
- It is my responsibility to obtain, if necessary, permission to perform from any professional associations to which my artists belong;
- It is my responsibility to obtain all necessary work permits, visas, tax waivers, etc. for my company and each of its individual members;
- I understand that the following infractions will be penalized (first infraction \$25, each subsequent infraction \$200):
 - Failure to send your box office volunteers/staff for training by Fringe Festival staff
 - Failure to provide adequate box office services to the public.
 - Failure to pick up your box office package as required.
- I agree to adhere to the laws of Canada and Québec, the by-laws of the City of Montreal, and the policies and procedures of the Festival.
- I agree that at no time may any member of my company behave in a verbally or physically abusive or threatening manner toward staff, volunteers or patrons of the festival or its venues.

The Festival reserves the right to cancel any or all performances of any performing company not adhering to this agreement. If your company is accepted into the Festival, this application will be considered a signed agreement between you and the Festival.

By clicking SUBMIT I confirm that I have read and agreed to these conditions.

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