

# St-Ambroise Montreal FRINGE Festival 2024: OFF Performance Application

Thank you for your interest in the 34rd St-Ambroise Montreal Fringe Festival, happening May 27 - June 16, 2024. Applications to our OFF Programming are due by Monday, February 26 at 6pm (EST).

If you are considering applying, you MUST be in touch with us in advance of the deadline to express interest by emailing [artistes@montrealfringe.ca](mailto: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](mailto: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](mailto:artistes@montrealfringe.ca). If these steps are not completed before the application deadline, your application will be canceled. 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](mailto:fringe@montrealfringe.ca) to discuss.

## DATES AND DEADLINES

Hybrid Info-Session (on ZOOM and at the Mainline): February 12, 2024 at 7pm (EST)

OFF Applications due: February 26, 2024 at 6pm (EST).

OFF Payment due: March 2nd, 2024 by 6pm

Festival Dates: May 27 - June 16, 2024

OFF Show Dates: May 29 - June 16, 2024

\* Indicates required question

## 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 and 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. Please be in touch with us at [artistes@montrealfringe.ca](mailto:artistes@montrealfringe.ca) if you are considering applying.

**Your Company.** To ensure equitable access to the festival, FringeMTL 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 FringeMTL 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.

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## 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 \$15) and you keep 100% of that (we add service fees and taxes);
- You provide your own 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 29 - June 16, 2024. Please note that shows may start at 12 noon at the earliest, and end by midnight at the latest (9:30 pm on June 16, night of the Frankie Awards!).

## THREE KINDS OF SHOWS - Site Specific, Outdoors 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.

An **Outdoor** show takes place on private or public property at an outdoor location. Examples include walking tours, balcony performances, roving performances, garden/courtyard events and more! It may be difficult to acquire permission to perform in an outdoor setting. If you are thinking of this option, we highly recommend you contact us to discuss how to go about this.

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](mailto: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](mailto: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 29 - June 16, 2024, which may start at 12 noon at the earliest, and end by midnight at the latest (9:30pm on June 16, 2024, 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](mailto: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)

### Payment Method

We encourage people to pay via check, cash or debit (with an in-person meeting). For those wanting to pay by credit card, we can send you a PayPal invoice. All payments must be completed by March 2, 2024. If you require any assistance or need to discuss alternative methods, please contact [artistes@montrealfringe.ca](mailto: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. We are offering a pick-your-price for the administration fee:

Option 1. \$25 + Taxes \$1.25 (GST 5%) + \$2.49 (QST 9.975%) = \$28.74

Option 2. \$35 + Taxes \$1.75 (GST 5%) + \$3.49 (QST 9.975%) = \$40.24

Option 3. \$45 + Taxes \$2.25 (GST 5%) + \$4.49 (QST 9.975%) = \$51.74

### 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 contact you for payment follow-up.

The fees are as follows:

1 – 4 patrons – \$200 + \$10.00 (GST 5%) + \$19.95 (QST 9.975%) = \$229.95

5 – 9 patrons – \$300 + \$15.00 (GST 5%) + \$29.93 (QST 9.975%) = \$344.93

10 – 24 patrons – \$485 + \$24.25 (GST 5%) + \$48.38 (QST 9.975%) = \$557.63

25 – 49 patrons – \$500 + \$25.00 (GST 5%) + \$49.88 (QST 9.975%) = \$574.88

50 – 74 patrons – \$545 + \$27.25 (GST 5%) + \$54.36 (QST 9.975%) = \$626.61

75 – 124 patrons – \$615 + \$30.75 (GST 5%) + \$61.35 (QST 9.975%) = \$707.10

125+ patrons – \$675 + \$33.75 (GST 5%) + \$67.33 (QST 9.975%) = \$776.08

### 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

The Festival will monitor and continue to follow government guidelines and industry best practices. At this time, we are unable to provide you with protocols for the June 2024 edition as it is too far ahead. We will keep all artists informed as guidelines continue to develop throughout the months before the festival. The festival may modify its sanitary protocols in accordance with Government of Quebec, Ville de Montréal and Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST) and the festival's own COVID-19 policies.

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!

2. Company name \*

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

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3. Company from (City, Country) \*

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4. Title of Show (optional, not final) \*

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5. Contact person \*

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6. Street address \*

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7. Unit or Apartment # (If applicable)

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8. City \*

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9. Province/State \*

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10. Country \*

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11. Telephone 1 \*

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12. Telephone 2

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13. Email \*

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14. Website

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15. How did you hear about the OFF FRINGE? \*

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

*Mark only one oval.*

Bilingual

Non-language specific

Other: \_\_\_\_\_

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.

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

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

*Mark only one oval.*

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- 5 – 9 patrons – \$300 + \$15.00 (GST 5%) + \$29.93 (QST 9.975%) = \$344.93
- 10 – 24 patrons – \$485 + \$24.25 (GST 5%) + \$48.38 (QST 9.975%) = \$557.63
- 25 – 49 patrons – \$500 + \$25.00 (GST 5%) + \$49.88 (QST 9.975%) = \$574.88
- 50 – 74 patrons – \$545 + \$27.25 (GST 5%) + \$54.36 (QST 9.975%) = \$626.61
- 75 – 124 patrons – \$615 + \$30.75 (GST 5%) + \$61.35 (QST 9.975%) = \$707.10
- 125+ patrons – \$675 + \$33.75 (GST 5%) + \$67.33 (QST 9.975%) = \$776.08

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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 2024 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 to follow the code of conduct and anti-harassment policy provided by FringeMTL which will be included in the artist agreement contract
- I understand that the festival may have to cancel in-person performances due to the spread of COVID-19. In this case, options will be offered from the festival.

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.

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## Google Forms

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