



Quaker Meeting House

Edinburgh Festival Fringe

Venue 40

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Quaker Meeting House / Venue 40 Information

Edinburgh Festival Fringe 6th-29th August 2022

Our friendly venue is situated at the tourist heart of Edinburgh, close to the Castle, the Royal Mile, the Grassmarket and the Fringe Office. The premises are home to a large and active Quaker Meeting and in 2018 we celebrated our 30th anniversary as a Festival venue.

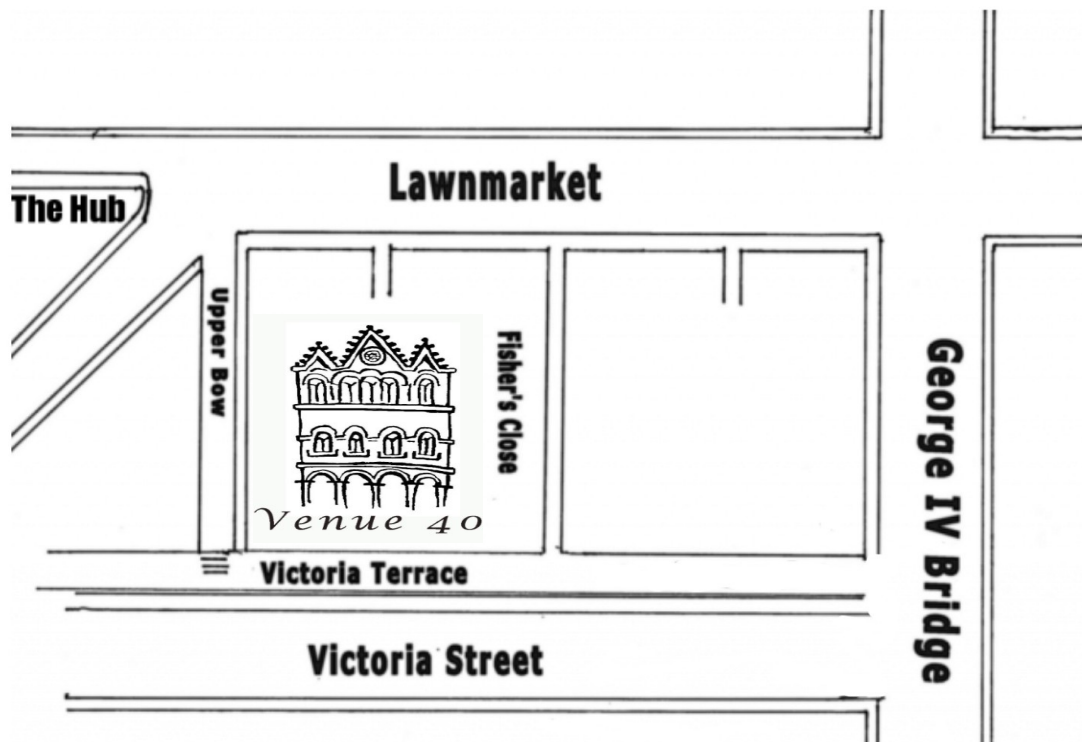
As Quakers, we are concerned with issues of peace and reconciliation, social justice and integrity. Venue 40 profits go to various charities, including our own.



In putting together our Fringe programme, we look for balance and quality, and material which is not in conflict with our values. Typically, we include drama, comedy and shows suitable for children and families.

(Please note: for most schools in Edinburgh, autumn term starts on Wednesday 17 August 2022; audiences for shows aimed at school-age children are likely to be smaller after this date.)

If you would like to be included in our 2022 programme, please use the form on our website, or complete the enclosed response proforma and return it to us as soon as possible. We start programming as soon as applications are received. Meantime, please don't hesitate to contact us if there is anything you wish to discuss.



What we provide (NB there are significant changes from previous years):

Our **Theatre** on the first floor provides:

- ✓ A light, airy space with opening windows and passive vents
- ✓ Stage area with black dance-mat flooring (no backstage)
- ✓ Black drapes behind performance area
- ✓ Audience seating on three sides of stage (up to 60 seats) using linked chairs, floor level (no rake)
- ✓ Blinds in all windows
- ✓ House/ceiling lights only – no sound desk, theatre lighting rig or technical support this year
- ✓ Connecting room (not accessible to audience) which can be used as backstage/green room area

Our **Meeting Room** on the second floor provides space for talks and events (maximum capacity 60 for talks) that require no technical support. There is however an integrated AV system (75" screen, ceiling microphones, a wall-mounted camera), use of which can be arranged at additional cost.

Other changes for 2022:

- In 2022, for performances, we are only able to accept companies who are registered charitable organisations, whose ticket sales go to the charity. We will ask for proof of status.
- No venue cafe this year, but there are cafes next door on either side
- No venue box office – but paperless tickets will be standard throughout the Fringe
- Providing adequate ventilation may mean that **more street noise will be heard in the building** – think of it as adding to that unique Festival atmosphere, but please bear in mind that it may be entirely outside our control. Safety must be our priority.

Theatre slots & booking periods

We offer:

- Weekly theatre slots between 1pm and 6pm, Monday to Saturday, throughout the Fringe.
- Theatre slots are 2 hours total, including get-in/get-out periods
- Costs include a two-hour rehearsal slot on the Sunday preceding your run

Dates

Week One: Monday 8th to Saturday 13th August

Week Two: Monday 15th to Saturday 20th August

Week Three: Monday 22nd to Saturday 27th August

We prefer bookings for complete weeks because of the need for rehearsals but are open to considering alternatives.

We may also consider one-night shows at either end of the festival.

The Venue is closed on Sundays, but is used for rehearsals during the afternoon and evening by agreement.

Slot charges:

Theatre: £576 for 6 x 2-hour slots Mon-Sat (daily rate negotiable for shorter runs if available)

Meeting Room: (talks/lectures only) basic cost is £37 per hour excluding AV, with minimum 2-hour hire. This charge may vary depending on the nature of the event and the support required e.g. staffing/AV.

Charges **do** include

- All pre-Festival arrangements and advice
- Venue Management and Front of House staff for Theatre
- Publicity displays in the stair lobby, and outside the Venue on Victoria Terrace
- Rehearsal in the theatre (two hours) – we arrange a rehearsal schedule usually on a Sunday in consultation with all the companies performing here
- Dressing room space – *very* limited and shared with at least one other company
- Very limited storage space for props – it is *essential* (as with most Fringe venues) that you travel light
- Publicity on our venue website and social media (but please note that we are a small venue and do not have capacity for large-scale media campaigns!)

Charges **do not** include

- Technical provision e.g. lighting and sound, or technical support
- Insurance (see below)
- Performing rights fees. This is arranged by the Fringe Society and companies will be required to complete a form online, whether they have fees to pay or not
- Your registration with the Fringe Society (see www.edfringe.com) and entry in their programme
- Production and distribution of flyers and posters other than display within the Venue

Note:- Tickets will be on sale through the Fringe Society online before the printed Fringe programme is launched. If you are an 'early bird' this is an opportunity to get some sales before everyone else!

Insurance

The Quaker Meeting House is fully insured, including Public Liability Insurance. Our cover does NOT, however, extend to companies that are hiring our space, for performances during the Festival Fringe. **It is essential that all companies take out their own Public Liability Insurance, and insurance for loss or damage to their own property including cash and mobile phones. We ask for evidence of this. You should also consider whether you need insurance to cover eventualities such as the Meeting House having to close in an emergency beyond our control or other contingencies.**

Theatre Layout

This year, our Hall provides a performance space with drapes behind, and floor-level seating for up to 60.

There are no wings or backstage immediately adjacent to the performance area. See diagram for layout (NB this is very different from previous layouts provided here).

The stage floor is a matt black dance floor taped to the wooden maple floor. The ceiling is 4.1 m above the stage. The working stage area is approximately 7.0 m wide by 4.5 m deep.

Photographs of the venue and theatre are available on our website, www.venue40.org.uk

This year, we are not providing any theatre lighting or sound equipment. If you wish to bring and operate your own, please contact us to discuss whether this is feasible. Windows can be blacked out using blinds, and there are fluorescent ceiling lights. With blinds raised, the room has ample natural daylight.

We have an additional space (the Meeting Room on the second floor) that may be available for workshops or talks. If you are interested, please contact us for further information and to discuss what you would like to do and whether this is possible. The charge for a performance in this space is normally based on an hourly rate but is open to negotiation depending on the parameters required.

The Venue is staffed throughout the year except over Christmas and New Year. Messages left on the answer machine or by e-mail will normally receive a reply within a day or two. Personal callers are welcome; please telephone to make an appointment.

Your show will be given space (text and photos) on our venue website.

Accessibility

Our building has level access via the pavement and a ramp to the front door. There is a standard passenger lift to the two upper floors. There is an accessible toilet on the ground floor. Our access arrangements for disabled customers are detailed in our entry on the EdFringe website, and on our own website: www.venue40.org.uk. Most doors within the building, including to both the Theatre and Meeting Room, are of a suitable width for wheelchairs. If you have concerns about whether access will be suitable for members of your company, please contact us and we will be pleased to advise. We welcome visits. We have a hearing loop system in parts of the building which is available on request, and a portable loop unit. All our venue staff undertake accessibility and equalities training, and we have been awarded the Fringe Society's Venue Access Award Level 1. We welcome your feedback and suggestions on our facilities and practice regarding accessibility – please contact us at the office.

Assisted Performances Options

We strongly encourage companies and performers to consider making their shows available to as wide an audience as possible by offering assisted performance options such as audio description, British Sign Language interpretation, captioning and relaxed performances. Advice is available on these options from the Fringe Society

<https://www.edfringe.com/take-part/putting-on-a-show/accessibility>

The Fringe Society may also be able to advise about funding or training that may be available to support this provision. In addition, where applicable, we may be able to put you in touch with other companies who have put on assisted performances here in the past, who may be able to share their experiences.

ADVICE ABOUT PERFORMING ON THE FRINGE (especially for Fringe virgins)

GETTING AN AUDIENCE AND REVIEWS

If you are successful in booking space in our theatre we will do all that we can, within the terms laid out in our Venue Pack, to make your experience a positive one. But you should be advised that, with the huge number of shows being staged in Edinburgh during Festival time, your main challenge, once you have ensured the high quality of your production, is getting both audiences and media critics into the theatre.

The central location and reputation of this venue are an encouragement, but nothing can replace the work you will need to do to ensure an audience and reviews. We and the Fringe

Office can advise but we cannot do this work for you. Putting your own publicity machinery in place should be a key part of your preparation.

We do not recommend that you use a flyer and poster distribution company; in the experience of other companies this is an expensive and not very effective way of making your show known. Nothing is better than your own direct contact with the media, using any particular angles which will be newsworthy and press write-ups from previous performances. Similarly, your own direct distribution of posters, flyers and street theatre, just before and during your run are essential, if you are to make a mark in a city which is over-brimming with competition. Do talk to us; we have on-the-ground experience! We recommend A3 and A4 portrait posters.

PRICES AND PROGRAMMES

We recommend that tickets are competitively priced (in the past, prices did not typically exceed £8 / £6 concession) and that you provide programmes free of charge, and keep them simple (unless you have sponsorship). We are happy to distribute programmes to the audience prior to each show.

TRAVELLING LIGHT

We have, in common with many Fringe venues, very limited green room and prop storage space. You will probably share space with other companies. It is essential that you come with lightweight, quickly demountable and fire-proofed sets and simple props. We require, at the time of contract, details (including dimensions) of set equipment and large props and of any special effects you plan to use.

Fire regulations and inspections are rigorous. Smoking on stage is prohibited under Scotland's smoking ban, and we do not permit naked flames (e.g. candles).

EDINBURGH FRINGE SOCIETY APPLICATION

We recommend that you consult closely with us while completing paperwork for the Fringe Office, to avoid later misunderstandings.

ACCREDITATION

Quaker Meeting House / Venue 40 is a member of the Association of Independent Venue Producers and is a signatory to the Fringe Society's code of practice for venues.

In 2010 we received the following accolade from Kate Copstick, reviewer for the Scotsman Newspaper:

'The Quaker Meeting House is a Fringe Gem that always offers thought-provoking stuff. So go and be provoked'

Please see following pages for information on the technical layout.
The application form is available as a separate document.

Sue Proudlove and Tony Wilkes
Meeting House Managers

QUAKER MEETING HOUSE VENUE 40 TECHNICAL INFORMATION 2020

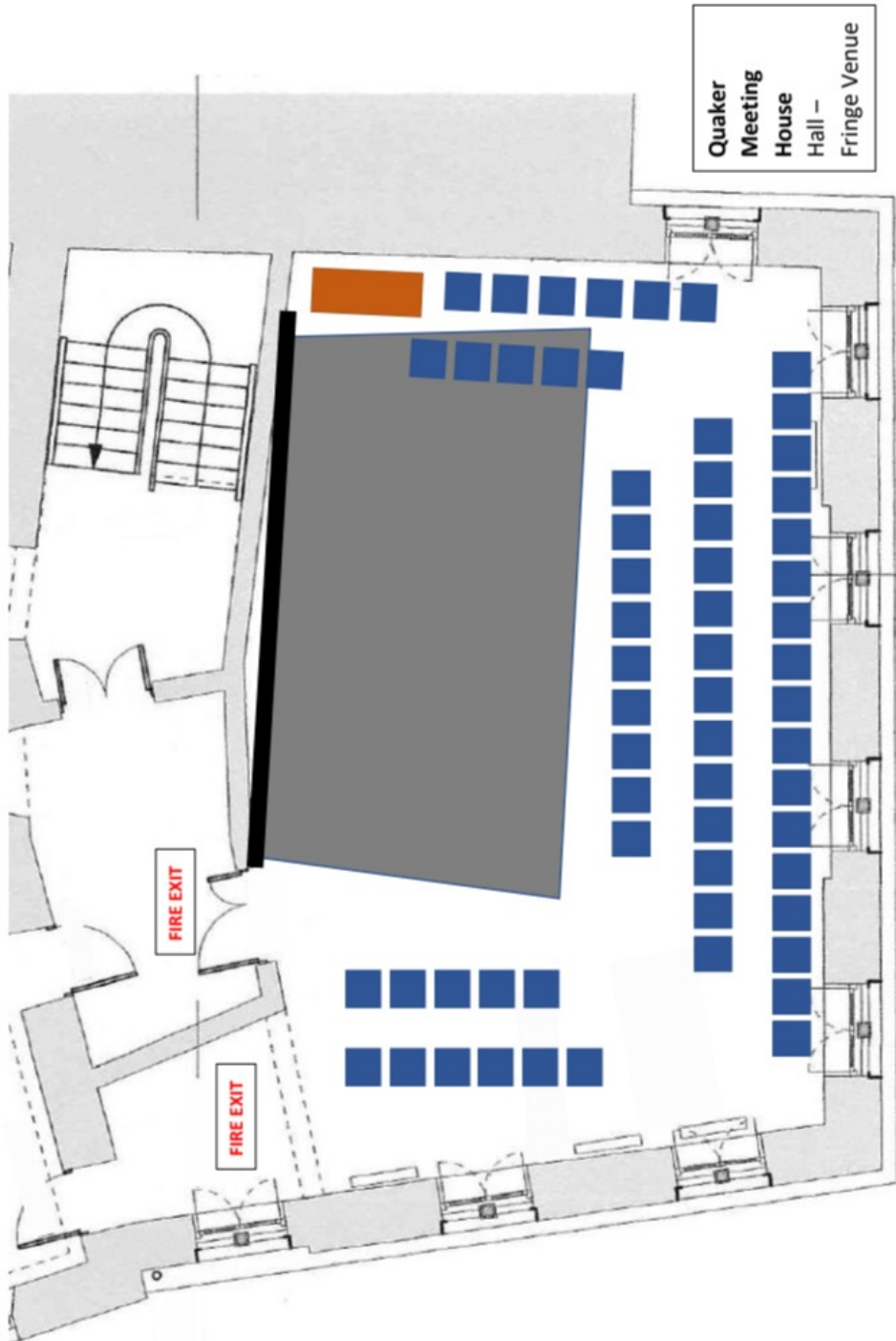


Figure 1. Quaker Meeting House Venue 40 Festival Stage Plan.