

PERFORMERS IN Alt Spaces Venues (inside Venues)

You will not have a technician supplied by the festival. If there are any technical challenges to overcome, please refer the matter to Peter Burford the Fringe TheatreFest tech director. **Please remember that any electrical equipment used must have a current PAT certificate.**

Please ensure that all members of your companies are familiar with the emergency procedures at the venue. This is a **Health and Safety** requirement. You will be required to **provide a Risk Assessment which**

includes, "We have looked at the Health and Safety and Fire/Safety

Evacuation Procedures of the building, have consulted with the proprietor and will abide by them." So, leave yourselves time before your show to talk to the proprietor about what to do if there is a fire or any other sort of emergency and any other safety issues they may want to tell you about.



1. You will need to talk with the person in charge at your venue to determine layout of any seating you are using. Please make sure that this complies with their H&S guidelines! (i.e., not blocking fire exits etc)
2. The Alt Space Coordinators (Jess, Elliott) will go through any other health and safety policies with you at your 'meet and greet' or tech rehearsal and will talk you through any fire safety guidelines that you need to be aware of in your location.
3. You should ensure that you are able to set up with a minimum of 15 minutes before your show time.
4. Please discuss with your Fringe TheatreFest steward how you want to start /end your show. It's a good idea to tell the audience at some point (beginning or end of the show - up to you!) who the steward is and that they will be holding the donations bucket at the end of the show!! The steward will also be in charge of making sure that the bucket goes to Fringe HQ (at St Annes Community Arts Centre) to be counted. Companies will be paid shortly after the festival. This is not only so that TheatreFest have a record of takings but also because audiences can donate Frequent Fringer Vouchers which can only be exchanged for money after the numbers have been tallied, post festival.
5. When you are ready for your audience, please let your Fringe TheatreFest steward know.
6. Get-out. Please take all your set/props /costume with you after your last show.
7. From 10.00 pm on Thurs 26th there will be a Fringe Meet Up at The Golden Lion Tap (venue 7) on the Square – entrance free with your blue badge!

From 10.30 pm on Fri 27th there will be a Fringe (chilled) Cabaret at The Golden Lion Tap (venue 7) on the Square – entrance free with your blue badge!

And from 10.30pm on Saturday 28th there will be a Fringe Cabaret at The Golden Lion Tap (venue 7) on the map) – entrance free with your blue badge!

8. Please note that TheatreFest HQ is at St Annes Community Centre downstairs: this is a working space but should you have any concerns that aren't resolvable by the immediate TheatreFest team, this is a good place to find support.
9. If you have any safeguarding concerns during the Fringe these should be made known as soon as possible to the Fringe Directors on [07706441258](tel:07706441258)

Thank you, the Fringe TheatreFest Team