

### CHOOSING THE 'OWN VENUE' MODEL

Is your work not suited to sharing a venue? Or does it need to happen somewhere specific? If so, please see below some information and pointers to keep in mind when considering the 'Own Venue' model. We love working with artists on 'Own Venue' model work: we're here to support and be your sounding board!

### HEALTH & SAFETY

Insurance	All Festival venues are covered under the festival's Public Liability. The inclusion of the venue in the festival is dependent on this cover. To achieve this and in addition to your Risk Assessment, we might ask you to provide various Health & Safety features and make small changes or additions to the venue.
Public Assembly	All venues must have a Fire Certificate as a place of Public Assembly, even a temporary one. Further information can be found <a href="#">here</a> . If the venue that you are proposing does not have a Fire cert as a place of Public Assembly then it may be possible to apply for temporary permission. If temporary permission is required, a draft event management plan, method statement and risk assessment should be submitted. In certain circumstances Dublin Fringe Festival can help with this by working with a safety consultant. If your venue is a private space with no business operating in the premises, please have a chat with our Programming team.
Security	Please think about your venue's potential security needs and their effect on your production management, schedule and budget.
Access / Audience	Dublin Fringe Festival strives to present performances be accessible for all audiences. We understand this is not always possible but we would like to hear from you on your venue's accessibility.

### VENUE PERSONNEL

Venue Supervisor	All "Own Venues" need to nominate at least one venue supervisor. This person can be part of your production team. However, they CANNOT perform in the production or have any duties other than supervising the venue during performance days.  Venue supervisors act as a liaison between the Festival and the Production. They are responsible for Front of House Management and the audience journey in general, whether that be supervising Dublin Fringe Festival FOH volunteers or their own team, as well as for liaising with the Dublin Fringe Festival Box Office team. They are also responsible to provide a briefing, welcome, debrief and allocation of duties to festival volunteers. Furthermore, Venue Supervisors act as Safety Officers. They put in place and oversee all protocols necessary for statutory agencies, the festival, venue owner and insurers.
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Crew / Tech Crew	You will have to arrange for your crew for get-in, get-out, sound and light focus and operation.
Volunteers	You will have to clarify your needs and put a request to the Volunteer Coordinator. Please keep in mind that these are volunteers and not paid staff. They can help you with Front of House or Box Office duties but they need to be briefed and supervised while in your venue.

## **TECHNICAL EQUIPMENT**

In certain cases, depending on festival schedule, the venue, power specification etc, Dublin Fringe Festival might provide technical assistance, such as lighting and/or sound and crew to install them. Please detail your requirements in your application and we will be in contact to confirm what can be supplied on a case-by-case basis.

A sample of what may be supplied by Dublin Fringe Festival depending on your needs and equipment availability is below, alongside some things that might be useful to consider. These are guidelines only and will be reviewed in consultation with the Production Manager and the Company. If programmed, please contact our Production team to secure any equipment you may need immediately.

<b>CREW</b>
<ul style="list-style-type: none"> <li>• A technician to install and remove for 12 hours get-in and 4 hours get-out</li> </ul>
<b>LIGHTING</b>
<ul style="list-style-type: none"> <li>• What do you need?</li> <li>• Do you have sufficient cable for above</li> </ul>
<b>SOUND</b>
<ul style="list-style-type: none"> <li>• Powered mixer or amp and mixer</li> <li>• Speakers</li> <li>• Sufficient cable for above</li> <li>• Microphones</li> </ul>
<b>SEATING</b>
<ul style="list-style-type: none"> <li>• Folding chairs (if required)</li> </ul>

All the above is for guidance, to get you thinking about yours and your audience's needs. Please think about your audience journey from start to finish to give us as many details as you think we need in your application.

**Dublin Fringe Festival has programmed productions in homes, pubs, the DART and Luas, a van, among other places. We are not new to this! You come up with your big idea and then come talk to us. Our team is experienced and can help you solve problems or solidify your idea.**

Talk to us before you apply if you are applying with an offsite venue.

If programmed, Own Venue model artists **will have to** attend Making It Happen, a workshop designed to talk about all the things you need to consider and take at least one individual meeting with Dublin Fringe management team.