



**2022 Hamilton Fringe Festival
Family Fringe Category
Sample Agreement**

Policies and General Information

The 2022 Hamilton Fringe Festival will run from July 20-31, 2021. The Hamilton Fringe is a mid-sized festival with a hugely supportive audience. In 2019, the festival hosted 57 companies, had an audience of over 12,000 at ticketed Fringe shows, an additional 8,000 at the outdoor Fringe Club, and returned over \$110,000 to artists.

Please read the following document closely, complete the electronic signature, and print a copy for your records.

Participation

All applications to the Hamilton Fringe Festival are chosen by lottery, with the exceptions of the Bring Your Own Venue (BYOV) and Bring Your Own Virtual Venue (BYOV2) categories, which are chosen on a first-come-first-served basis.

Applications to the lottery must be received by: **January 24, 2022**

The lottery will take place on: **January 26, 2022**

Your \$25 Application Fee will be processed upon receipt. The Hamilton Fringe Festival will notify you if you have been drawn in the lottery and the full Participation Fee will be due immediately.

This agreement applies to the following lottery category:

- Family Fringe

Once this category is filled through the lottery draw, up to 8 applicants from each category will be placed on a waiting list. Should any company withdraw from the festival, the next eligible company on the waiting list will be contacted to fill the space.

Applications are accepted until January 24, 2022 at 5:00pm EST through online submission and must include the \$25 non-refundable application fee. The application form must be completed in full.

The following fees apply to this category:

\$550 + \$25 non-refundable application fee

Cheques and money orders are to be made payable to:

Hamilton Festival Theatre Company
41 King William St., Suite 206
Hamilton, ON L8R 1A2

If you are accepted into the Festival:

- You keep 100% of the box office.
- The Fringe provides: house management, ticketing, and box office volunteers.
- The Fringe provides: your venue, staffed by a Venue Technician.
- The Fringe will actively seek group bookings on behalf of companies drawn in the Family Fringe lottery. **Please note** that we will require a **short description of your show** and at least **one promotional photo** by February 14, 2022 in order to promote your show. (Details to follow for successful applicants.)
- You will be included in all Fringe publicity: our program, on our website, and overall event publicity. The Publicity Form will be sent to you in the spring of 2022.

International Applicants

The Hamilton Fringe Festival considers “International Applicants” to mean companies whose Primary Contact resides outside of Canada. Applicants must include an international mailing address and be able to confirm residency outside Canada. Please contact us if you have any questions regarding your eligibility in this category.

It is your responsibility to ensure that all members of your company arriving in Canada adhere strictly to all COVID-19-related (or any other) public health requirements in place at the time of your arrival, including (but not limited to) vaccination requirements and mandatory quarantine periods. Hamilton Fringe Festival may require proof that all such requirements have been followed by your company and/or members of your company. If your company and/or

members of your company are found to be in contravention of any such requirements, the festival reserves the right to immediately cancel all affected performances. Furthermore, offending companies shall forfeit all past fees and any outstanding box office proceeds.

It is your responsibility to ensure that you acquire the necessary visa(s), work permit(s) and/or waiver(s). If you do not apply for or receive a waiver, the Fringe is required by law to withhold 15% of ticket revenues and the company must then apply to Revenue Canada for a refund.

Eligibility

To be eligible for inclusion in the 2022 Hamilton Fringe Festival lottery for the Family Fringe category, the following criteria must be met:

- **Show must be intended for families/young audiences**
- **Show must have a run-time (length) between 40 and 60 minutes**

Applications that do not meet the above criteria will be removed from consideration and will forfeit the \$25 application fee. Please contact Festival Director Christopher Stanton at christopher@hamiltonfringe.ca BEFORE submitting your application if you have any questions regarding your company's eligibility.

BIPOC Reserved Lottery Eligibility

Hamilton Festival Theatre Company and Hamilton Fringe Festival recognize that festival stages in Canada and the United States have historically been dominated by artists of European/colonial descent, and we seek to support a broader cultural representation of our community in Fringe Festival spaces.

As a response to cultural inequity across our stages, and to better reflect the cultural makeup of our region, **25% of lottery slots in each 2022 performance category shall be reserved for BIPOC-led companies** (Indigenous artists, Black artists, and other artists of colour).

To be eligible for these reserved slots within the Family Fringe lottery category, the following criteria must be met:

- **Primary Contact must identify as Black, Indigenous, and/or a Person of Colour.**
- **Show must be intended for families/young audiences**
- **Show must have a run-time (length) between 40 and 60 minutes**

Please ensure that your application correctly identifies your eligibility for these reserved slots!

Applications that do not meet the above criteria will be removed from consideration and will forfeit the \$25 application fee. Please contact Festival Director Christopher Stanton at christopher@hamiltonfringe.ca BEFORE submitting your application if you have any questions regarding your company's eligibility.

The lottery will take place in stages:

1. Once all reserved slots are filled through the lottery draw—or no more eligible companies remain to be drawn (whichever comes first)—undrawn companies will be automatically entered into the Family Fringe lottery.
2. Once that category is filled through the lottery draw, up to 8 applicants from each category will be placed on a waiting list. Should any company withdraw from the festival, the next eligible company on the waiting list will be contacted to fill the space.

Applications and Primary Contact

- We will accept only ONE application per person/company name. Companies are not permitted to change their name after submitting their application.
- Primary and Secondary Contacts may be involved in only ONE production.
- Fringe correspondence will only be sent to the Primary Contact.
- Primary Contact must have authority to sign on behalf of the company.
- Only the Primary Contact is authorized to submit or make changes to company information.

As Primary Contact it is your responsibility to:

- Share information with the rest of your company.
- Stay up to date on all festival information.
- Ensure timely submission of all requested materials.
- Acquire all applicable permits and the payment of all applicable taxes and fees relating to your production at the Hamilton Fringe Festival.

It is your responsibility to ensure emails from Hamilton Fringe Festival are not caught in your email provider's spam filters.

Companies accepted into the Hamilton Fringe Festival cannot sell or transfer their spot to another company. If a company is found to have done this, both companies will be removed from the festival and the full application fee will be forfeit. Companies are not permitted to change their company name after submitting to the Festival.

Participating companies agree to return ALL FORMS ON TIME (ex: Family Fringe Early Publicity Form; Promotional Form; Technical Form, etc.) or risk being inaccurately represented in Festival promotional materials or being in a venue that is not suited to the needs of the production.

***Force Majeur:** If performances are delayed or interrupted by an act of God, fire, flood, war, public disaster, strikes or labour difficulties, governmental enactment, regulation or order, or any other cause beyond the control of the Hamilton Fringe Festival, the Festival shall not be liable for any lost revenues or performance times.*

Production Rights & Permission for Use of Materials Protected by Copyright

The Hamilton Fringe will not knowingly produce a show without the permission of its creator(s). You are obliged to obtain written permission from the playwright/author/creator and pay any fees required for the production rights. Additionally, you are required to obtain written permission from the necessary sources for the use of any material protected by copyright that is used in the production or promotion of your show (ex: photographs, music, etc.)

As well, you are expected to obtain the necessary releases or pay appropriate fees to any professional associations to which you and/or your company members belong.

Failure to do so could result in disqualification without refund or written notice. Cancellation of your show due to lack of permission(s) or rights to your show or any materials used in the production or promotion of your show will result in forfeiture of your entire application fee.

Schedule and Show Length

Performances in this category may run to a **STRICT MAXIMUM of 60 minutes**. Performances running longer than this will be immediately stopped by the Venue Technician, and patrons will be asked to leave the venue.

Minimum show length is 40 minutes.

You will be required to indicate your show's run time in your Technical Questionnaire (to be provided at a later date). Once submitted, you may not adjust your run time. Performances running longer than this time allotment will be stopped by the Venue Technician, and patrons will be asked to leave the venue.

Your show should be production-ready with simple technical and production requirements. There are no limits on artistic content. The Hamilton Fringe Festival will schedule your company for seven (7) performances. The schedule as set by the festival is non-negotiable, and your company is required to abide by said schedule.

While other performers and crew may choose to be involved in more than one production, they will be responsible for ensuring that no scheduling conflicts prevent or interfere with any of your performances.

The Fringe will not adjust any scheduling to accommodate performers appearing in more than one production. Double casting is strongly discouraged.

Plan to commit to the full run of the Fringe from July 21-31, 2021. You will have a 3-hour tech rehearsal scheduled sometime between July 17-21, 2021.

All companies will have a variety of performance times between 4:30pm and 11pm weekdays and between 12 noon and 12 midnight on weekends.

Our opening night event (Hamilton Fringe Festival Kick Off) will be held July 20, 2022. The Kick Off is your chance to promote your production with a live 90-second pitch. We encourage all companies to participate. You will receive more details at a later date.

Venues

Each of our venues is unique in staging and seating capacity, with a guaranteed minimum capacity of 50 seats. Participants are encouraged not to budget for more than this capacity in determining their production expenses. If public health regulations in place at the time of the festival dictate that we reduce audience capacity in our indoor venues, your participation fee will be refunded on a pro-rata basis for each seat fewer than 50. You will be provided with site specifications and other details of your venue at a later date.

The festival reserves the right to move performing companies into a different venue without prior notice if deemed necessary.

Each venue will have basic lighting and sound. There will be an experienced technician for each venue and you will have a 3-hour technical rehearsal time. Depending on the venue, your Stage Manager may be required to operate sound cues.

Companies must provide all crew necessary to load in and load out their production.

Performance Set-Up & Strike

Each company is allowed 15 minutes for set up and 10 minutes for strike. Additional time may be allocated between shows to allow for expanded cleaning protocols if necessary. The audience is seated 20 minutes prior to show time.

Companies must provide all crew necessary to set up before each performance and to strike after each performance within the allotted time.

Tickets and Revenue

Participating companies/artists receive 100% of their box office receipts. Hamilton Fringe Festival will provide house management, ticketing, and box office services.

Artists performing in the Hamilton Fringe Festival are independent contractors. You are entitled to receive 100% of the ticket price set by the Hamilton Fringe Festival and are responsible for remitting any HST or applicable taxes on that revenue.

The ticket price is set at \$12.00. Companies may opt to offer \$5 tickets for children 12 and under. Fees apply to tickets purchased online in advance or by credit card at the door.

We have a variety of multi-ticket passes for sale. You will receive \$9 for each ticket used from a Fringe Binge Pass, \$8 for each ticket used from a Fringe Frenzy Pass, and \$7 for each ticket used from a Fringe Extreme Pass for admittance to your show. There are a limited number of these passes and they encourage patrons to see more shows.

You will receive \$5 for each ticket used from an Artist Pass. These passes will only be made available to Hamilton Fringe Festival participants.

Details of the box-office payout process will be sent at a later date.

PLEASE NOTE: The Hamilton Fringe Festival requires all patrons to purchase a Hamilton Fringe Festival Backer Button (one-time \$5.00 cost) in order to see shows. This policy applies to everyone, even your special guests and comp list attendees. Each artist participating in the festival is given a Backer Button free-of-charge.

Accommodations

It is your responsibility to arrange accommodations while participating in the Hamilton Fringe Festival. However, if requested by the company, best efforts will be made to connect non-local companies with billeted local accommodations. Priority will be given to artists having traveled the farthest distance to attend the festival. Billets may require artists to provide proof of COVID-19 vaccination.

Fees

Lottery Application Fee:

\$25.00 non-refundable fee due upon receipt of application.

Fringe Participation Fee:

\$550 for the Family Fringe category due upon your company being drawn in the lottery.

If your company is successful in being drawn in the lottery for your category on January 26, 2022, you will be contacted to confirm the spot and your Participation Fee will be due immediately.

Your Application Fee must be submitted along with your completed application. Any applications received without payment will not be included in the Fringe lottery. If you wish to submit payment by cheque, we must receive the cheque within 10 days of your online submission or before the application deadline on **January 24, 2022**, whichever comes first.

You can pay this fee online or send a cheque in the mail. Make all cheques or money orders payable to:

Hamilton Festival Theatre Company

41 King William St., Suite 206
Hamilton, ON L8R 1A2

Do not mail cash. Applicants whose cheques are returned for any reason by the bank will be charged a \$25.00 fee and risk losing their performance slot.

Acceptance & Confirmation

Applicants will receive confirmation by email or phone regarding their status. All cheques/money orders/credit card payments for successful applicants will be processed immediately.

Refund Policy

The Primary Contact is the only individual who may withdraw from the Fringe. Any intent to withdraw must be made in writing by mail or email and is effective from the date the Fringe receives the written notice. Via email, please send to Festival Director Christopher Stanton at christopher@hamiltonfringe.ca.

On or before **JANUARY 24, 2022** participants who withdraw shall receive a full refund of their paid Participation Fee.

Between JANUARY 25, 2022 and **FEBRUARY 18, 2022** (inclusive), participants who withdraw shall lose 50% of their paid Participation Fee.

On **FEBRUARY 19, 2022** or anytime thereafter, participants who withdraw shall forfeit their entire Participation Fee (100%).

COVID-19 Protocols & Pandemic-related Cancellation Refunds

The Hamilton Fringe Festival prioritizes the health, safety, and accessibility of our artists, audiences, staff, volunteers, and community partners. As such, our plans for the 2022 Hamilton Fringe Festival have taken all public health guidelines and government guidance into consideration. Our current preparations for the festival period reflect the best information we have going into the summer 2022 period, and are based on ongoing consultation with the Canadian Association of Fringe Festivals (CAFF).

Hamilton Fringe Festival live performances in all categories will adhere to all public health guidelines in place at the time of performance. Adjustments may include extra time between performances to reduce traffic flow and allow for extra cleaning, indoor venues designed to accommodate social distancing, expanded opportunities for outdoor and/or online shows, and more.

Please note that if the Hamilton Fringe Festival is forced to cancel a full performance run (7 shows) due to public health guidance or regulations in place at the time, affected companies will receive a full refund of their participation fee.

All participating companies must fully adhere to all public health regulations and guidelines in place at the time of performance. If any company or venue is found to be operating in contravention of said regulations or guidelines, The Hamilton Fringe reserves the right to immediately cancel all affected performances. Furthermore, offending companies shall forfeit all past fees and any outstanding box office proceeds.

Finally

Submission of your application and fee means that you have read and agree to all of the above. Your company agrees to adhere to the laws of Ontario, and the policies, procedures and safety guidelines as set forth by the Hamilton Fringe Festival. The festival reserves the right to remove any company or cancel any/all performances of a company that does not abide by the policies of the Hamilton Fringe Festival.

Please contact us if you have any questions or need clarification of these details. We recommend that you print a copy of this page for your own records. Applications are accepted through online submission and must be accompanied by your non-refundable application fee (\$25.00). Applications received without the application fee will NOT be included in the Hamilton Fringe Festival lottery.

The Hamilton Fringe Festival reserves the right to remove any company from participation in the Fringe should the company members or an individual member engage in illegal activity (including hate speech), harassment, unethical behaviour, or otherwise place the Festival itself at risk.