



## The Great 2019 NZ Fringe at BATS Info Pack

### KEY DATES:

- **BATS venue submissions deadline: 4pm Thursday 4th October 2018**
- **BATS season offers made: by Monday 8th October 2018**
- **NZ Fringe registration deadline: 17th October 2018**
- **2019 NZ Fringe Festival: Friday 1st – Saturday 23<sup>th</sup> March 2019**

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The Great BATS Budget Projection Guide	Available from <a href="http://bats.co.nz">bats.co.nz</a>

So you're keen to stage a show at BATS during the 2019 NZ Fringe Festival? Awesome! This Info Pack contains all the essentials but if you have any questions feel free to send us an email or give us a call – contact details on page 8.

### WHAT'S THE 'F' IN FRINGE?

The NZ Fringe Festival, in Wellington, New Zealand, is an open-access, non 'programmed', genre bending arts festival spanning four weekends in summer and providing the most concentrated mix of talent across all art forms in the country. Anyone can be part of the 'F' in Fringe – there are no limits (apart from the laws of NZ) and Fringe encourages participants to take creative risks. Fringe is recognised as a unique launch pad for new and established artists to try things and reach new audiences. From Fuse Circus to Flight of the Conchords, Strike Percussion and Footnote Dance, Fringe has played a significant role in helping artists to achieve bigger and brighter things both within New Zealand and beyond.

As a participant in Fringe your event will be listed in 25,000 copies of the printed NZ





Fringe programme as well as on the NZ Fringe Festival website. We'll provide you with a platform to launch your work, a deadline to work to, and a festival atmosphere to wow your audiences in. You'll be part of the biggest, longest running Fringe in New Zealand and the experienced Fringe and BATS staff will be here to give you advice along the way – whether that be production or marketing, budgeting or accessing great bargains with your artist card. You'll also have the chance to win accolades at the Fringe awards for your outstanding works.

At the end of it all, YOU are the 'F' in Fringe. For more information see [www.fringe.co.nz](http://www.fringe.co.nz)

## **FRINGE AT BATS**

BATS Theatre hosted the first Fringe Festival in Wellington in 1989 and is still considered 'the heart of the Fringe'. BATS is a VERY popular venue choice and usually receives around three times as many Fringe applications as we can present. So in order to avoid disappointment, we strongly recommend you also apply to at least one other venue (each venue will have a different deadline, so check with everybody independently). BATS will let applicants know whether their show has been programmed at BATS or not just under two weeks out from the Fringe registration deadline, so those who haven't been programmed at BATS have time to confirm with another venue.

BATS has an 'open access policy' to Fringe programming – meaning that we are open to all proposals for a BATS' Fringe season up until our deadline, and then all proposals are assessed in relation to each other. No seasons are programmed before this deadline so that everyone has an equal chance.

To be considered for a season you will need to supply a written proposal, which describes your show and the experience audience members will have when they come to see it. There is a link to a pitch information form on page 9 of this Info Pack.

## **WHAT BATS IS LOOKING FOR**

BATS isn't a traditional venue for hire - BATS is a presenting venue and we programme the space in terms of the BATS' kaupapa and priorities:

- Developing new New Zealand work
- Giving practitioners a chance to develop in a supportive environment
- Staging experimental and 'cutting edge' work from New Zealand and overseas

BATS programmes for diversity at Fringe time – we aim to present a wide range of artforms (e.g. theatre, dance, music, comedy, multimedia events and shows that are strange and interesting combinations of these things) from practitioners with varying experience levels, but with a focus on emerging practitioners. BATS is committed to over 80% of its annual programme being works that originated in New Zealand, and this includes within the Fringe.



We would be especially excited to host shows that are also presenting their work as part of the Dunedin Fringe Festival or Auckland Fringe Festival in 2019.

*“Being such a mammoth event, it’s hard to pin down what the Fringe should be. What it should aspire to. The greatest clue is its name. It should be work on the edge of the arts, the stuff that wouldn’t get a season or a space or even an audience at any other time of year.” – Uther Dean*

For an interesting perspective on the Fringe, check out Uther Dean’s online article in The Pantograph Punch:

<http://pantograph-punch.com/a-series-of-thoughts-on-whats-wrong-with-the-fringe/>

Fundamental to the philosophy of keeping BATS as accessible as possible for audiences is maintaining low ticket prices. For the Fringe most shows will be \$18 – \$22 for a full price ticket and \$14 – \$16 for a concession. Shows in The Studio may have one flat price or tiered pricing that goes below the rates above to recognise the nature of the work presented in The Studio. We will also offer a special price for Fringe ‘Addicts’ and other Fringe practitioners. This is important to remember when you are budgeting your income for the show.

## **THE SPACES**

BATS has three theatre spaces for use during Fringe – The Random Stage, The Heyday Dome and The Studio.

### ***The Random Stage***



This is an end stage, black box theatre on the ground floor with a full lighting grid and sound system and a raked seating block with a capacity of 85 audience members.

This stage of this space measures: 8.3m wide x 5.5m deep x 4.3m high from stage floor to grid.

### ***The Heyday Dome***



*Please note – this panoramic image gives the impression that The Heyday Dome seating block is curved, it's not! It's in a straight line.*

This is a flexible theatre space on the first floor with creamy coloured walls (that can be hidden by black drapes), a beautiful stained glass dome in the ceiling (that can be illuminated or left dark), and a full lighting grid and sound system. During the Fringe the black drapes are hung and it is configured as a wide end stage with a capacity of 71 audience members.

The stage of this space measures approx: 9m wide between the curtain tabs hung to create small wings x 4.2m deep x 4.2m high from stage floor to grid.

### **The Studio**



This is a smaller space on the top floor with cream coloured walls, a fold out bench seating block, polished wooden floor, and a capacity of 40 people. There is a small lighting grid and a sound system. The three windows along the wall have pull down blinds. There are no drapes, backstage space or wings. The Studio works best for shows with very little set and props that suit a smaller audience and a very intimate space.

When the seating block is folded out the stage space measures: 5.2m wide x 6m deep x 2.8m high from floor to grid.

### **THE SCHEDULE**

During the Fringe, BATS will be programmed with 2 - 5 shows a night (6.30pm and 8.30pm in the Random Stage; 7pm and 9pm in The Heyday Dome; 9.30pm in The Studio), seven days a week. The Fringe is the only time BATS is open seven days a week so we can accommodate as many shows as possible!

### **SOME PRACTICAL AND TECHNICAL CONSIDERATIONS**

During the Fringe at BATS your show's running time cannot exceed one hour (unless you are the last show of the night), and your design needs to be simple enough or clever enough to set up and pack down in a short timeframe, and be able to be stored backstage. Storage is at a premium in our venue so we really encourage you to think about how to keep your set and props as simple as possible while still being effective. The dressing room, green room and kitchen are shared spaces.



We aim to give each show two days from 9am – 5pm to pack-in. Unfortunately due to the tight timeframes there is no way to allocate extra time or have shows pack-in during evenings.

BATS provides lighting and sound equipment and all shows share a lighting rig which includes a series of general washes and specials, with the ability to add some show-specific specials during your pack-in. If you'd like more information on the technical equipment available at BATS, please send us an email (see page 8 for contact information).

Our Technical and Facilities Manager, Nick, will be available in the lead up to your season and during your pack-in to provide advice and support, but you will need to supply your own technical operator. We can help you find an operator if you're from out of town or don't know anyone who could operate your sound and lights for you.

## **ACCESSIBILITY**

### *Audience*

For full audience accessibility information see: <http://bats.co.nz/access-ibility/>. There is a wheelchair ramp at the side of the building providing entry to the foyer/bar, a wheelchair accessible Box Office counter and an accessible toilet. The Random Stage on the ground floor is fully wheelchair accessible and we have a stair climber that enables wheelchair users to reach The Heyday Dome on the first floor and The Studio on the top floor. We ask that audience members with accessibility requirements contact the Box Office 24 hours in advance so that the appropriate arrangements can be made depending on which space the show they want to see is being staged in. This allows us to make sure their visit is as smooth and enjoyable as possible!

### *Performers*

The Random Stage on the ground floor is the most accessible to performers. If you'd like to pitch for a season at BATS and have accessibility requirements please talk to us so we can provide you with all the information you need. We'll do our best to make the space work for you.

## **YOUR RESPONSIBILITIES**

As well as providing your own lighting and sound operator, you are primarily responsible for the marketing of your show.

Our Marketing and Fundraising Manager, Cailin, is here to provide you with advice and support, and your show will be promoted as part of the BATS' Fringe programme through things like our weekly email newsletter BATSmial (do you get BATSmial? If not, you can sign up through our Facebook page ([BATS Theatre](#)) or website ([bats.co.nz](http://bats.co.nz)) to see what it's all about) and our Facebook and Twitter; but it's up to you to work out a publicity plan and get posters and flyers designed, printed and





distributed (if posters and flyers are part of your plan).

Similarly, your set, props and everything else (including any extra technical equipment not held by BATS, or licenses for any scripted work or music that isn't original) is up to you! If you're not sure who to contact to hire extra gear or secure script or music licenses, let us know. We can put you in touch with the right people.

## **WHAT IT COSTS TO STAGE A SHOW**

### **THERE ARE NO UPFRONT COSTS TO HIRING BATS!**

#### *Theatre Hire*

BATS takes 15% (+ GST) of your gross box office income as theatre hire. This is calculated at the end of your season and deducted from your final reconciliation.

#### *Inside Charges*

BATS runs its own in-house booking system. This is the easiest, cheapest and only way to purchase tickets to your show. Tickets can be purchased via the BATS' website, phone or in person at the box office. The inside charge is \$2.00 (Incl. GST) per ticket sold and is included in the advertised ticket price. There is no charge for complimentary tickets, until you go over your allocation.

#### *Maintenance Fee*

BATS charges a nominal maintenance fee of \$15 (+ GST) per performance, to a maximum of \$150 (+ GST) per season. This fee covers general wear and tear and other minor maintenance costs.

#### *GST and ticket sales*

BATS will act as an agent for the Company for ticket sales. Sole responsibility for the collection and payment of GST with respect to ticket sales shall rest with the Company. If the Company is GST registered, the ticket sale includes GST. If the Company is not GST registered, the ticket sale does not include GST.

## **AN INITIAL TIMELINE FOR FRINGE PARTICIPATION**

In Aug/Sept	Make a time to talk with us at BATS about your project Get registration info from the Fringe Festival
By 31 <sup>st</sup> Aug	Apply to Wellington City Council's Creative Communities funding scheme ( <a href="http://wellington.govt.nz/services/community-and-culture/funding/council-funding/creative-communities">http://wellington.govt.nz/services/community-and-culture/funding/council-funding/creative-communities</a> )





By 20<sup>th</sup> Sept            Submit a written proposal to BATS via jotform

By 28<sup>th</sup> Sept            Hear back from BATS about your application

By 10<sup>th</sup> Oct             Register with the Fringe Festival and look at applying for Kakano Funding

If your pitch is successful and your show is programmed at BATS you'll receive more detailed information about how the Fringe at BATS works, the theatre space

you've been programmed in, the technical equipment available, your pack-in and all that good stuff.

### **TALK TO US!**

Remember, the BATS' staff are here to help you! If you are able to, we encourage you to make a time for an informal meeting with Heather to discuss your show (if you're not based in Wellington, this discussion can take place by phone or Skype) in advance of the BATS' submission deadline.

- If your show is programmed you **MUST** register with the NZ Fringe Festival and pay the registration fee. Fringe registrations are due on Monday 10<sup>th</sup> October 2018.
- For more information about the Fringe Festival itself, contact Hannah Clarke at the Fringe - [welcome@fringe.co.nz](mailto:welcome@fringe.co.nz), or check out their website – [fringe.co.nz](http://fringe.co.nz)

### **BATS' CONTACT DETAILS**

The BATS team is:

- Programme Manager: Heather O'Carroll
- Business Development Manager: Waren Thomas
- Technical and Facilities Manager: Nick Zwart
- Marketing and Fundraising Manager: Cailin Neal
- Front of House Manager (box office and bar): Troy Mihaka
- Venue and Events Coordinator: Kristin Burns

For any Fringe at BATS questions get in touch with Nick in the first instance and if he can't answer your question he can point you in the right direction!

**For information, current show details and bookings:**

[bats.co.nz](http://bats.co.nz)  
(04) 802 4175  
[book@bats.co.nz](mailto:book@bats.co.nz)

**For BATS' staff:**

(04) 802 4176





BATS Theatre is located at 1 Kent Terrace, Mt Victoria, Wellington. If you're looking for the office, it's up the central staircase and to your right on the first floor.

**To pitch a Fringe show to BATS just complete the form at this link <http://form.jotform.co/72277821727867> and it will be submitted for review. If your Fringe show is offered a season you will be contacted by Friday 28th September. Any questions please email [nick@bats.co.nz](mailto:nick@bats.co.nz)**

