



13th PRAGUE FRINGE FESTIVAL Friday 23rd - Saturday 31st May 2014

APPLICATION PACK FOR PERFORMERS

Thank you for your interest in applying for the 13th Prague Fringe Festival.

Before submitting your application form it is really important that you read this pack. It contains essential information about the application process (dates/deadlines etc), technical and production details and important information about each venue, as well as the link to form itself.

Pack Contents:

Application information sheet
Technical information sheet
Venue Pack - Malostranská beseda
Venue Pack - Divadlo Inspirace
Venue Pack - A Studio Rubín
Venue Pack - Divadlo Kampa
Venue Pack - Museum of Alchemists
Venue Pack - Kavárna 3+1
Link to application form and contact details

You can also find general information for participating companies (FAQs and handy tips for marketing your show) which might help you decide whether or not you want to apply on our website [here](#)

We look forward to receiving your application!

Team Fringe



13th PRAGUE FRINGE FESTIVAL Friday 23rd - Saturday 31st May 2014

APPLICATION INFORMATION and GENERAL INFO

If you would like to perform at the 2014 Prague Fringe Festival, please read this document and use the guidance notes provided, to work out whether participation in Prague Fringe 2014 is something you want and are able to commit to this year.

To apply, complete and submit the application form (which includes a technical questionnaire), the link to which you'll find at the back of this pack.

Key Dates in the Application Process (further explanation given below):

23 September 2013 closing date for submissions

By 30 November 2013 successful applicants will be notified

By 15 December 2013 contract, participation fee and programme copy/image due

How it works:

- **Application Process** - upon consideration of your application, festival directors will contact you by the end of November to let you know if your application has been successful, this process is based on a number of factors including artistic content, quality of application, your availability, availability of space, the staging requirements of your show, the range of countries and genres represented etc.
- **Scheduling** - the festival is programmed 'in rep' giving companies a range of time slots from early afternoon to late evening.
- **Successful Applicants** – If you are selected to perform at the Prague Fringe you will be required to enter into a contract with Prague Fringe detailing dates, times, ticket prices etc. Your company will be charged a basic participation fee calculated by the venue and the number of performances you have requested (details below). Please note that these costs are per 60 minute performance slot used (i.e. 9 shows in our largest space: 9 x 2,000 CZK = 18,000 CZK etc.) This fee must be paid before the 15th of December, including signed contract and photo and text for the brochure in order to guarantee your inclusion in Fringe 2014. (You will receive details on exactly how to pay and submit these items if your application is accepted.)
- **Summary of Venues:** – Please see detailed venue info sheets for more specific info

Theatre	Capacity	Brief Summary of venue	Fee per show in CZK (approx EUR)
Malostranská beseda	70	Cabaret seating, raised proc arch stage, entrances at the back of the stage.	2,000 CZK (75 EUR)
Divadlo Inspirace	60	Raked seating, end-on to audience, multiple entrances through blacks, wing space.	1,900 CZK (70 EUR)
A Studio Rubín	60	Raked seating, end-on to audience, flexible seating, 2 entrances at back of stage.	1,900 CZK (70 EUR)
Divadlo Kampa	60	Raked seating, end-on to audience, several entrance options through blacks, wing space.	1,900 CZK (70 EUR)
Museum of Alchemists	40	Seating on benches and stools around tables, raised stage, one entrance at back of stage.	1,600 CZK (60 EUR)
Kavárna 3+1	20	Very intimate back room in an arts bar. Very limited lighting and sound, cabaret style set up.	800 CZK (30 EUR)

NB this table should be treated as a rough guide as all the theatres have not yet been confirmed. Prague Fringe will liaise with you on the appropriate venue on consideration of the requirements of your production.

The participation fee is a payment towards:

- **Venue costs** (venue hire etc.)
- **Up to 4 hours initial get-in/rehearsal time**
- **Basic general cover lighting and sound rig**
- **Festival Brochure** – the show will be included in the Fringe programme
- **Generic Marketing**
- **Generic Administration**
- **Door split** - Companies will take a 60% cut of the door sales (minus any central box office handling fees (usually 10 CZK (0.40 EUR) per ticket) and 15% VAT), which will be transferred into your account before the end of June once all ticket sales are accounted for.
- **Time Slots** - are 90 minutes each, broken down into 60min (maximum) show time and 15 min get-in and 15 min get-out.
- **Ticket Prices** - Ticket prices are 150 CZK (cca 6.00 EUR) thereafter with a student discount and frequent Fringe discount of 100 and 120 CZK (cca 3.90 - 4.60 EUR) available. We reserve the right to introduce special ticket prices and offers to boost overall sales on the first weekend of the festival – specific details to be included in the final contract issued in December.

Other useful information

- **Accommodation** - Prague Fringe Festival **does not** provide accommodation for incoming companies. We are developing a relationship with a good quality apartment partner who will have a range of apartments available at unbeatable prices – more info on this will be provided on signing the contract. We also recommend www.fusionhotels.com, which is located in the centre of the city and offers a range of rooms (from hostel dorms to deluxe suites) at competitive rates.
- **Transport to Prague** - Prague Fringe **does not** cover the cost of any travel expenses to the festival. We recommend www.skyscanner.net as a way of finding the cheapest option of flying to Prague.
- **Other costs** -The general cost of living is still cheaper in the Czech Republic than in other EU countries. Some examples follow - 0.5 litre of beer or cup of coffee - 30 CZK (1.20 EUR). Main course in an average priced restaurant - 150 CZK (5.70 EUR). Further information available also here: <http://www.expats.cz/prague/article/money/cost-of-living/>
- **Guides to Prague** - Prague Fringe recommends the Time Out guide to Prague. www.expats.cz and www.prague.tv are other brilliant sources of what's on information.



TECHNICAL INFORMATION FOR APPLICANTS

Welcome to the 2014 Prague Fringe Festival (PFF/ Fringe Festival Praha).

This information is designed to help you understand how the Festival works and give you some information that may be useful to your application.

Overview

Prague Fringe Festival takes place in the Malá Strana or "Little Quarter" district on the castle side of the river and all the venues are within easy walking distance of each other. We take approximately 40 productions in 7/8 venues. Each theatre runs several performances each day with 30 minutes between each show to clear the audience, reset and seat a new audience. Although this seems a very short length of time, experience over 12 years has shown that even quite technically demanding shows are able to fit this time scheme. As we hope audience members will see several shows each night we schedule so you can see a show, have a beer, then go back for another show.

Venues

PFF use a variety of venues ranging from a fully equipped proscenium arch theatre to the small backroom of a bar with domestic spotlights and a basic home CD player. The more you let us know about your show the better we can help you find the right space. If you have absolute requirements it is important that you let us know so we can put you in an appropriate space.

Several companies perform in each venue daily, so facilities have to be shared; this means we sometimes alter the venues from their usual layout. Storage of sets, props and costumes can be an issue, so it is important that you tell us if you have large items.

Details of the venues can be found in the detailed Venue Packs on the forthcoming pages.

Technical time and Rehearsals

Most venues open up to six shows in two days of rehearsals; this means preparation time is very restricted. We advise that this only allows time for technical preparation and maybe the one run-through, we strongly recommend that you have at least previewed your show before arriving in Prague.

We generally allocate: four hours of technical/rehearsal time to theatrical productions; one or two hours to soundcheck musicians; 15 – 30 minutes for stand up comics. If you are a musician or comic with a theatrical show please let us know and we will arrange longer. Companies that arrive in Prague earlier often have better preparation time. We can sometimes find extra rehearsal time, however we will have to charge you for theatre rent and staff.

Lighting and Sound

PFF rig and focus a basic warm and cold lighting general cover which is shared with all companies; this CANNOT be refocused. We also rig one profile (leko) at the rear of the venue that CAN be refocused and coloured by each company. If you require additional lighting we can hire in extra equipment at your expense*.

Past experience has shown that allowing companies to share specials is not practical. If you wish to bring your own equipment please inform us in advance.

**Please note that Kavárna 3+1 does not have any lighting*

All venues (except Kavárna 3+1) have a basic sound system suitable for the venue, which includes at least one CD player and limited cabled microphones; we can also plug in laptop/MP3s.

Kavárna 3+1 is a basic domestic system with no microphone.

Electricity

The Czech Republic uses 220v. Plugs are North European 2 pins plus earth (Schuko CEE7/5). It is generally easier to purchase adaptors outside the CR than within.

Please note North American equipment will need either a transformer (difficult to obtain and expensive to hire in the CR) or be multi voltage – most laptops and data projectors have this facility but please check.

Sets

Most venues have limited storage for sets so it is important to let us know your set storage size.

You should be able to set up your show each day within 15 minutes and strike it within 10 minutes. If you need longer please let us know in advance. At the end of the festival you will need to remove your set on the final night, if this is not possible we will need to make arrangements in advance. You cannot 'abandon' anything in Prague but either need to remove it or arrange disposal.

Fringe Technicians

All Fringe Technicians are English speaking and will be your primary contact during the festival.

Fringe Technicians will help you prepare during your initial fit up and technical rehearsals, including programming the lighting board. During the festival they will co-ordinate, and help with, changes between shows. They also work alongside the Festival Assistants (who run the front of house and box office operations) to ensure that the audience is let in and that shows start on time.

Fringe Technicians can also operate your shows, however PFF will charge you (around 300 CZK) per show for this.

Kavárna 3+1 does not have a Fringe Technician.

PFF requires for safety reasons that there is a person at the control position at all times during the show.

Therefore if you do not provide an operator we will supply, and charge you 300 CZK for, an operator, *even if there are no cues*.

Do I need to bring a Technician?

Fringe Technicians can operate sound and lighting, however PFF will charge you a fee for this per show (see above).

If you have a complex show it may be better to bring your own operator, please remember the Fringe Technician will only have a short time to learn your show.

Sourcing Items in Prague

PFF does not have the staffing to find props or set for you in Praha, however we may be able to advise you where to start looking. Most of the venues have basic items such as chairs and tables, but only a limited stock. Please let us know what you are looking for and we will do our best to help. Czech theatres do not carry such items such as stage braces, stage weights, masking flats, etc. Also most theatres do not carry a wide range of tools.

Technical Questionnaire

Part of the application form is a Technical Questionnaire. We appreciate that your show and technical requirements may change between now and the festival but this form gives us a chance to assess if your performance is suitable for the festival and where best to place the show. About a month before the festival we will ask you to refill the form with any updates. Please include any photos, drawings and ground plans that you feel appropriate.

Venue Information

NB: All venue packs © Giles Burton 2013



Malostranská beseda

(malo-stranz-ka bess-e-dah)

Address:

Malostranské náměstí 21, 110 00 Praha 1

Nearest Metro - Malostranská (five minute walk)

Trams - 12,20,22 to Malostranské náměstí (directly outside)

Website: <http://www.malostranska-beseda.cz/en/club/programme>

Google Maps: <http://goo.gl/maps/ntcyV>

Well known Prague music venue in a recently completely renovated building on one of the main squares in the Mala strana area right at the end of the famous Charles Bridge. The venue is on the first floor. It has it's own bar and large foyer area. Beseda becomes the Fringe Club after performances end.

Seating

A flat floor with loose seating around cocktail tables

Stage Dimensions

Approx 5m width x 3.5m depth

The stage is raised approx .7m

Site Lines

Good

Access

On first floor, with lift

Vehicle drop off point in front of venue. No waiting.

Dressing Rooms

At rear of stage, with separate toilet and shower facilities



Audience Entrance

The audience enters SL from a large bar area and separate foyer



Sound

Beseda is a regular music venue with good modern PA for its size

Mixer	Soundcraft GB4 x24 Channels
Speakers	Martin Audio F15 x 4 Martin Audio F12 X 1
Monitors	JBL

Selection of effect processors/Gates and Graphic equalizers (precise details on request)
DI boxes Behringer DI100
Selection of Sure/AKG microphones incl SM58s and instrument mics

Lighting

Beseda is designed primarily as a music venue and the lighting equipment reflects that
LX board GLP Light Operator 2448

12 x 650w PAR

10 x 300W PAR

2 x 1K PAR

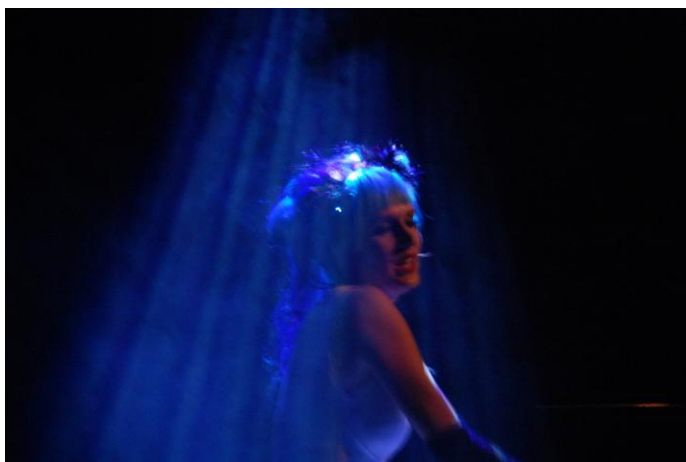
5 x ETC profiles

2 x GLP YPOC 250 Moving heads (Fresnel)

Hazer/ Smoke machines are NOT part of the standard equipment, but can be hired in.

Piano

Grand Piano is available as part of rent.



Upside Down Girl

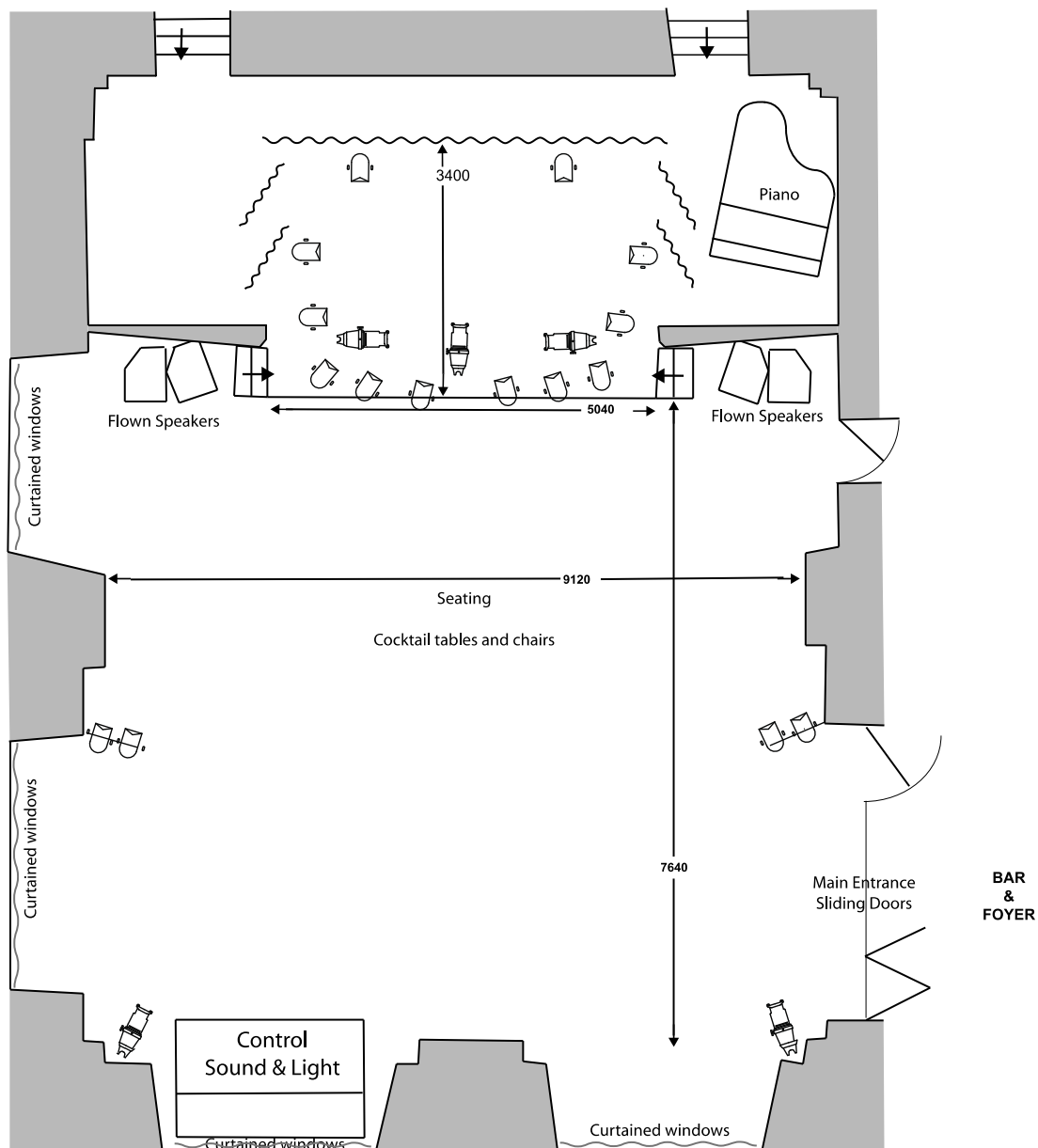
Malostranská beseda

(not to scale)

This plan is only designed to indicate the layout and size of the venue, if you need exact measurements please contact PFF
Lighting is indicative please consult PFF for updated lighting plan



Dressing Room



~~~~~ Black drapes



Profile (S4)



Par Can

© Giles Burton @ Prague Fringe 2013



# Divadlo Inspirace

(Dee-vah-dlo ins-per-ats-zay)



## Address

Malostranské náměstí 13 Malá Strana, Praha 1

Nearest Metro - Malostranská (seven minutes walk)

Trams - 12,20,22 to Malostranské náměstí (two minutes walk)

**Web Site:** <http://www.hamu.cz/ucelova-zarizeni/divadlo-inspirace>

**Google maps:** <http://goo.gl/maps/OHqgf>

Divadlo Inspirace is a basement theatre just off a busy square below Prague Castle at the heart of the north side of the river. It has an arched ceiling and end-on raked seating. There is also a basement bar. It is well equipped for its size.

## Seating

60. End on, gently raked.

## Stage Dimensions

Depth 5.50M,

Width 6.50M,

Height (at centre) 4M, arching down to 2.50M

## Stage Floor

Vinyl dance floor – so limitations on anything that might damage it.



## Stage Surround

Black curtains and legs creating black box with (narrow) cross-over and wings. SR wing space is limited, SL leads off to well equipped dressing rooms, etc. The blacks can be quickly removed to reveal the bare walls

The stage is accessed from the right side from the bar space

**Site Lines**

Good. Though limited view of stage floor due to the gentle rake of seating so floor work is not recommended

**Audience Entrance**

Downstairs, through bar. Single entrance to theatre at rear, Auditorium right. Wheelchair stair lift.

**Set Storage**

Space in the back of the theatre with narrow access, we can also store a small number of larger items outside the performance space in a corner of the bar area. Everything must be carried down stairs for get in and out.

**Lighting**

Lighting board - Strand

50 x 2k dimmers

PFF will rig a warm and cold general cover. The remaining lanterns are divided between companies to be used as specials. If you wish to use the specials you should discuss this with PFF as soon as possible.

The lanterns are hard rig and cannot be moved.

**Performers Access**

From SL, Crossover behind black curtains. Actors can also make way from backstage to audience entrance and come through auditorium, though opening door may disturb some audience members.

**Dressing Room**

Separate rooms for men and women with toilets and showers backstage.

**Sound**

Mixer - Soundcraft SPIRIT Folio SX 12 in to 2.

Channels 8-12 are stereo for playback

2x MD player

1x CD player

6x mic tie lines from stage (SR) to control box

4x Sennheiser MIC

2x mic stands

Sound and LX can be operated by one person at a (literal) stretch.

P.S. Technical equipment is subject to change and should be taken as a guide only.



*Blacks can swing out from walls*

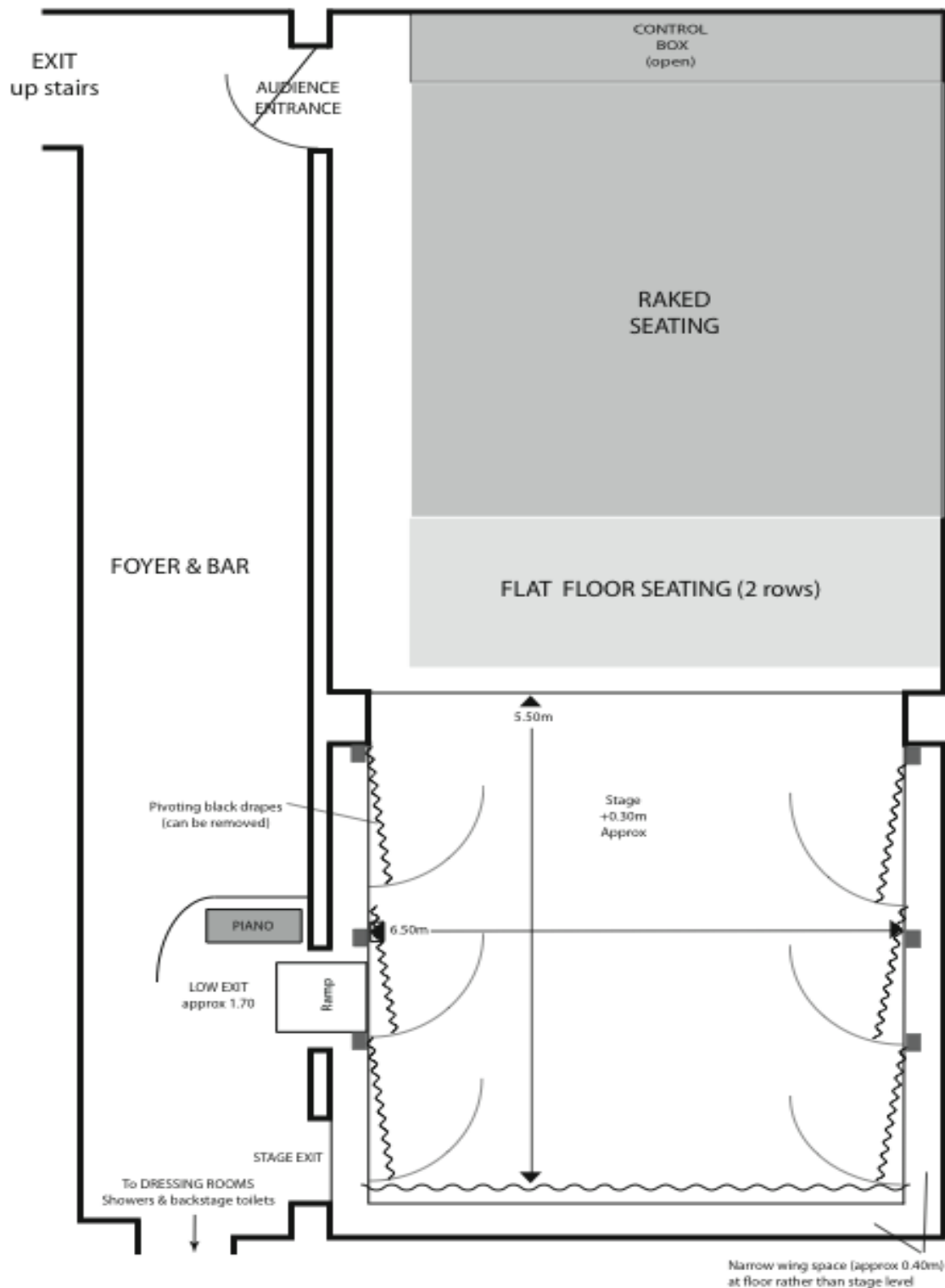


*Blacks can be removed to expose bare walls*

# DIVADLO INSPIRACE

(not to scale)

This plan is only designed to indicate the layout and size of the venue, if you need exact measurements please contact PFF

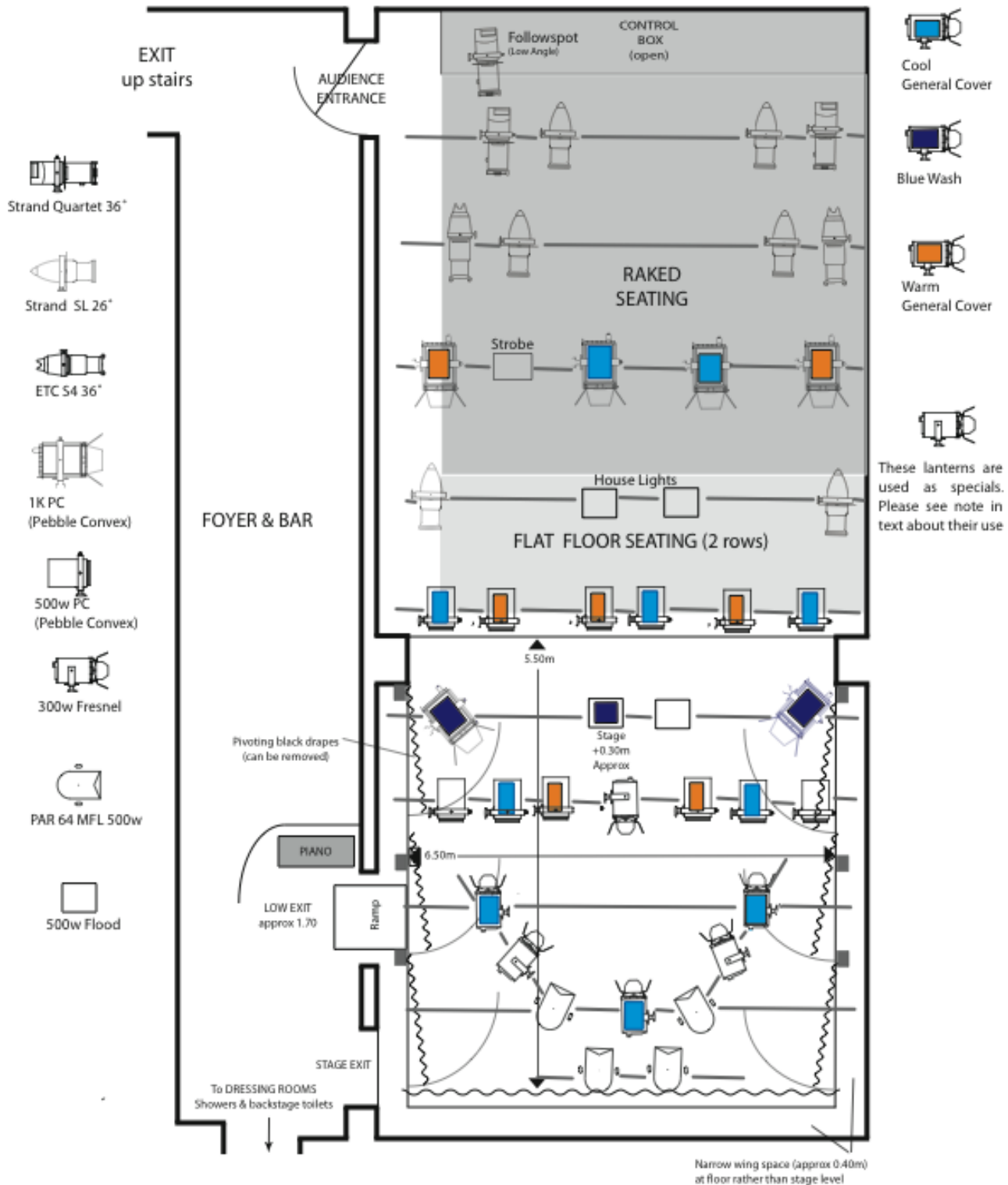


# DIVADLO INSPIRACE

## Lighting Plan



Please note this plan was accurate when drawn, however circumstances and equipment availability may lead to changes. If you have specific requirements please discuss with PFF





# A Studio Rubín

(ah studio roo-been)

## Address

Malostranské náměstí 9, Praha 1 - Malá Strana

Nearest Metro - Malostranska (10 min walk)

Trams no. 12,20,22 to Malostranské náměstí stop (2 min walk)

**Google Maps:** <http://goo.gl/maps/L73h0>

A Studio Rubín is a basement theatre just off a busy square below Prague castle at the heart of the north side of the river. It is a black painted box with arched ceiling and end on raked seating. There is also a basement bar and separate ground level café/bar which is open during the day.

## Stage Dimensions

Depth 4.40M (rear wall is angle so SR is approx 0.6M deeper)

Width 5.85M

Height 3.50M in centre, sloping to 2.50 at sides.



*Stage (without Vinyl Dance floor)*



## Stage Surround

Black painted arched performance space, rear wall angled so SR is approx. 1M deeper than SL

The dressing room is through a curtained door USR with another connected opening USL and through bar to audience door MSL. There are no blacks or masking available.

## Site Lines

Good though limited to stage floor due to gentle rake of seating.

## Seating

60. End on. Loose chairs on raked rostra

## Stage Floor

Vinyl dance floor over ceramic. There is a step down from the dressing room to the stage floor of approx. 30cm



**Audience Entrance**

Down stairs, through bar, the entrance to theatre is mid Stage Left and across playing area to seating bank. Late comers (if admitted) have to cross stage.

**Set Storage**

Very limited in dressing room, we can also store a small number of larger items outside the performance space in a corner of the bar area.

**Performers Access**

As per audience and from two doors (SL & SR) at back of stage.

**Dressing Room**

Single communal room with shower, this leads directly onto the stage area, toilets in bar.

**Lighting**

Tritton LT24 memory desk (24 Way) with 12 submasters

24 x 1k dimmers

We will provide a basic standing rig to which very limited specials can be added.

**Sound**

Behringer Eurorack MX1X1602 8 into 2 Mixer

Channels 7&8 are stereo for playback

1 x MD player

1 x CD Player

4 x SM 58 (equivalent) vocal Mics 2x mic stands

3x mic tie lines from stage (SR) to control box

Technical equipment is subject to change and is for illustration only.

**Technical Support**

In house technician/ Venue manager available throughout rehearsals and festival. They can operate sound and lx for a fee (300 CZK per performance).

**Website**

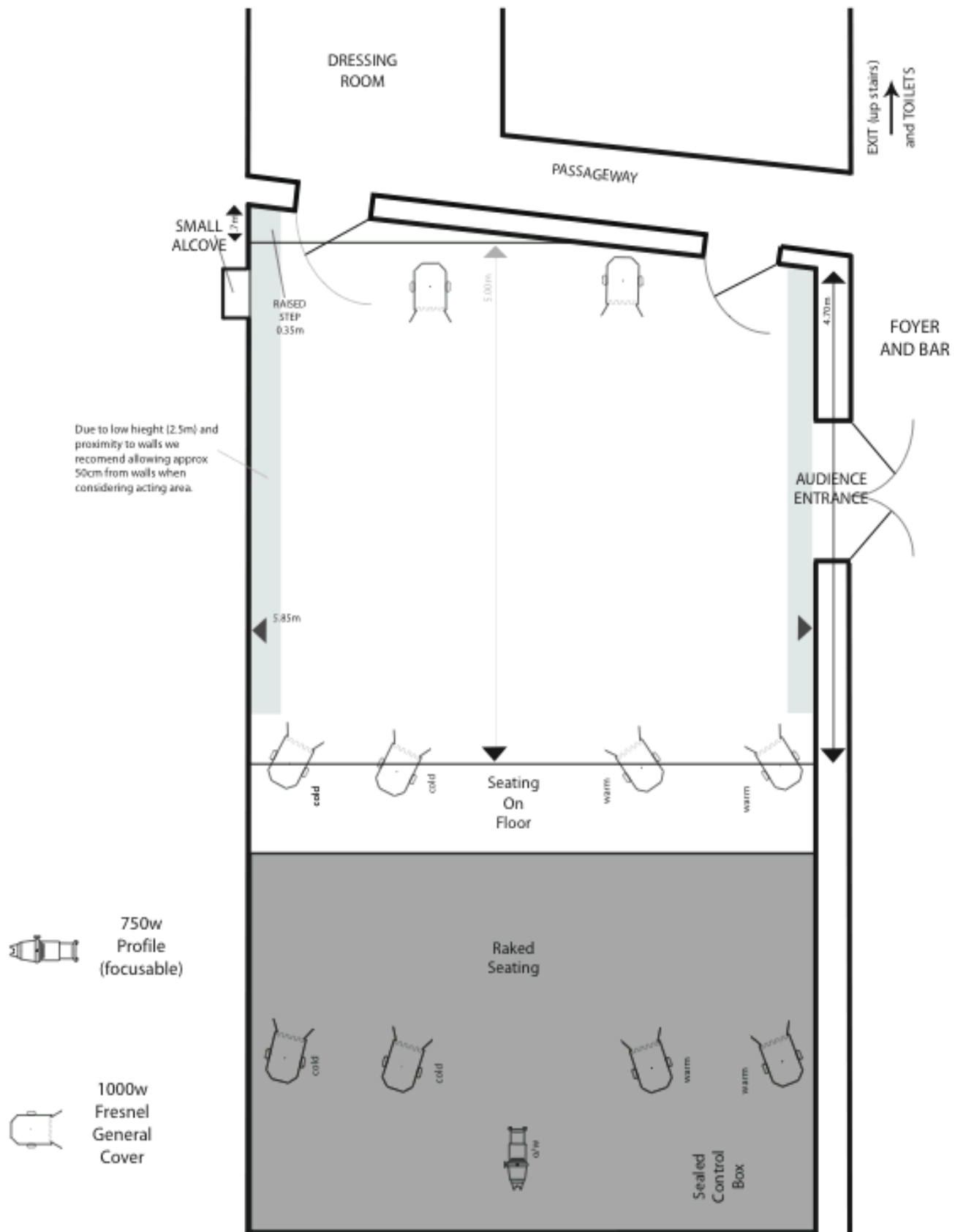
[www.astudiorubin.cz/](http://www.astudiorubin.cz/)

For an English translation google 'a studio rubin' and click "translate this page" on the link

# A STUDIO RUBIN

(not to scale)

Lighting plan is indicative only, an updated plan will be issued shortly before the festival.  
This plan is only designed to indicate the layout and size of the venue, if you need exact measurements please contact PFF





# Divadlo Kampa

(di-vad-lo Kam-pa)

## Address

Nosticova 2a Malá Strana, Praha 1  
Nearest Metro - Malostranska (10 mins walk)  
Trams - 12,20,22 to Hellichova (4 mins walk)

**Website** <http://www.divadlokampa.cz/>

**Google Maps:** <http://goo.gl/maps/JCLsL>

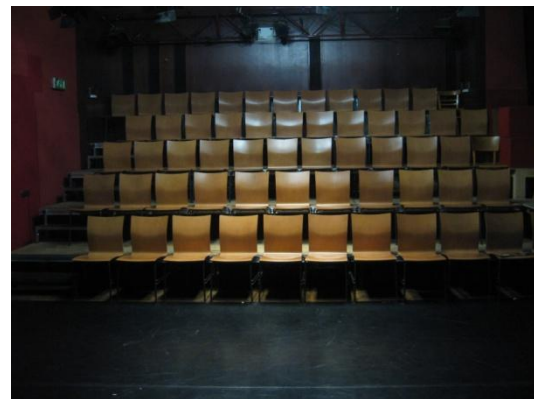
End on black box theatre with raked seating. Stage is at floor level. This theatre is on the first floor above a restaurant

## Seating

58 individual seats. End on  
Can be upped to 68 by adding a second row on the floor – though this does effect sight lines and lighting.

## Stage Dimensions

Width 6.30m  
Depth 5m (from rear drapes to audience)  
Height to lower cord of lighting truss 3.3m



Auditorium



## Stage Floor

Vinyl dance floor – so limitations on anything that might damage this.

## Stage surround

Black drapes on rear and Stage Right  
Stage Left wall is side of theatre  
Rear drapes can be opened to reveal fixed projection screen

## Site lines

Good

## Access

Down Stage Right wing



Access around rear of auditorium and through audience door (black drape inside door)

### **Audience/ load in entrance**

From ground level up flight of stairs and through double door Stage Left. Wheelchair stair lift available. The location of the audience entrance means latecomers are very noticeable.



*Stage Left with audience door*

### **Set Storage**

In 'corridor' Stage Left, some under seating and very limited in dressing room.



*Stage right*

### **Dressing Room**

Small room at rear of stage, toilets and showers shared with audience upstairs.

### **Lighting**

Basic trussing above stage and at rear of auditorium, limited lighting stock. Fixed two colour general cover with two specials (profiles) that can be refocused for each show. Lighting desk, Titan 24 way with 12 submasters. Programmable with individual states.

### **Sound**

1 x CD  
1x DVD/CD  
Basic selection of Microphones  
Sound desk Yamaha 01V Digital desk  
(tbc)

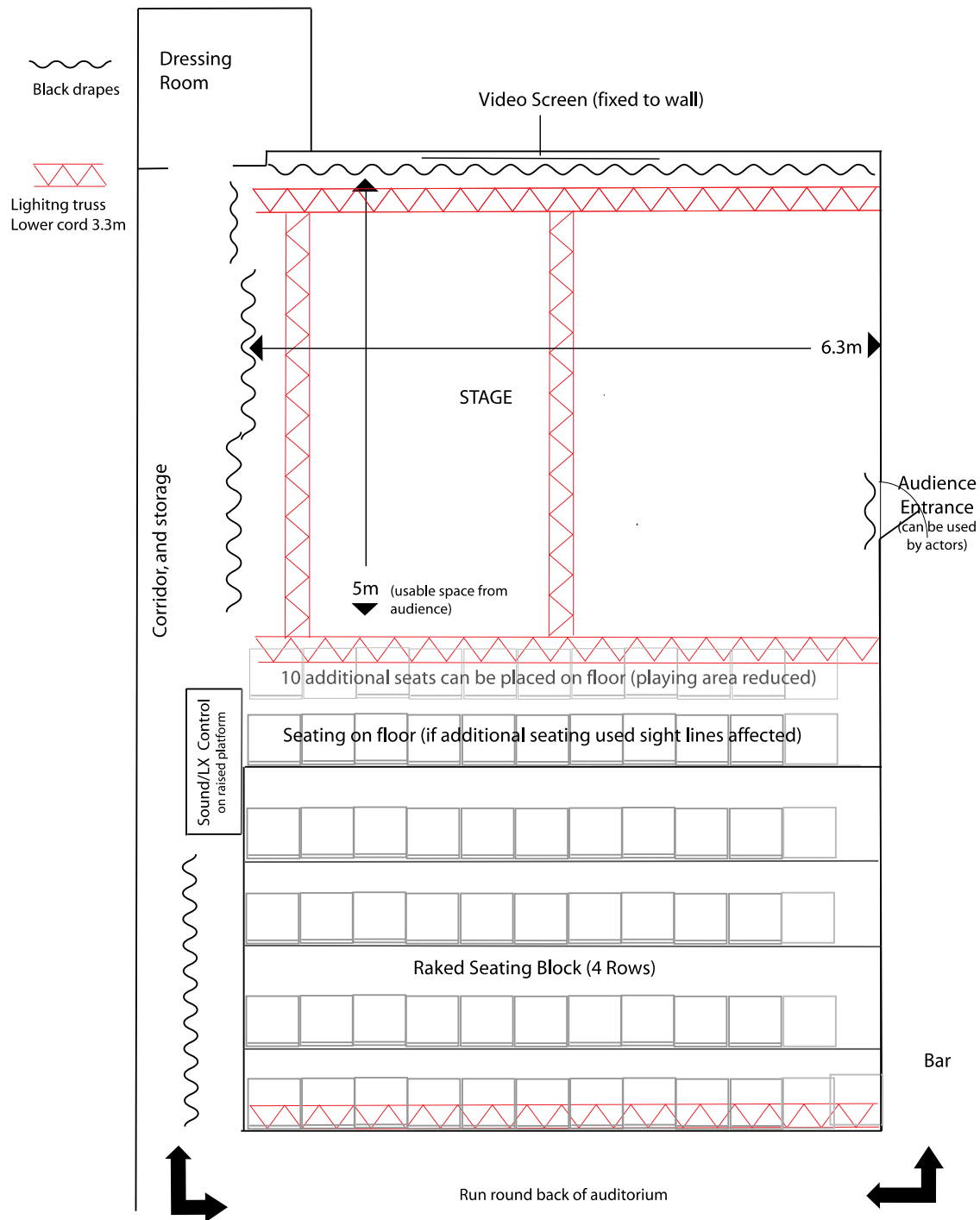
### **Video**

Projector fixed above control box focussed on screen at rear of stage. This cannot be moved.

# Divadlo Kampa

(not to scale)

This plan is only designed to indicate the layout and size of the venue, if you need exact measurements please contact PFF



# Museum of Alchemists

## Address

Jánský vršek 8, Praha 1 - Malá Strana

Nearest Metro - Malostranska (10 min walk)

Trams no. 12,20,22 to Malostranské Náměstí or Hellichova (3 min walk)

Google Maps: <http://goo.gl/maps/DMKdj>

Museum of Alchemists is a new venue for 2014.

It lies below the castle a little uphill from other Fringe venues. It is part of a museum which tells the story of John Kelly a sixteenth century English alchemist who lived in the building. It is suitable for small scale music, poetry, storytelling, comedy, etc. There is a bar immediately beside the performance space

## Stage Dimensions

Height +40 cm

Depth 2.10m

Width (approx.) 3.10 curved edge



*Front entrance*



*Stage – Dressing room through door at left*

## Seating

Approx. 40 on benches and stools around tables



*Seating on benches around wall and stools*

### **Stage Floor**

Wood boarding

### **Stage Surround**

Black drapes – the drapes hang over a window and access door

### **Site Lines**

Good

### **Audience Entrance**

Through door from small foyer which leads into a bar or into the courtyard

### **Piano**

There is an upright piano next to the stage



### **Changing Room**

Behind stage, reasonable size, no showers or separate toilet. Access from rear of dressing room leads to courtyard and from there to audience door.

### **Set Storage**

Limited, within dressing room or behind black curtains.

### **Lighting**

A number of LED par cans which can change colour. The lighting equipment is being upgraded during the year so we cannot confirm the final equipment list until very shortly before the festival. As of June 2013 there were only 3 LED pars. Because of the low roof the lighting comes in at a flat angle. There is no side or rear lighting. It is not possible to add additional equipment to the rig.



LED par can controller

### **Sound**

Alchemy is used for small scale music and has a basic "Samson" system consisting of:

2 x mics and stands

4 channel mixer (plus 2 x stereo line inputs for laptops/CD, etc.)

2 x Samson speakers

### **Website**

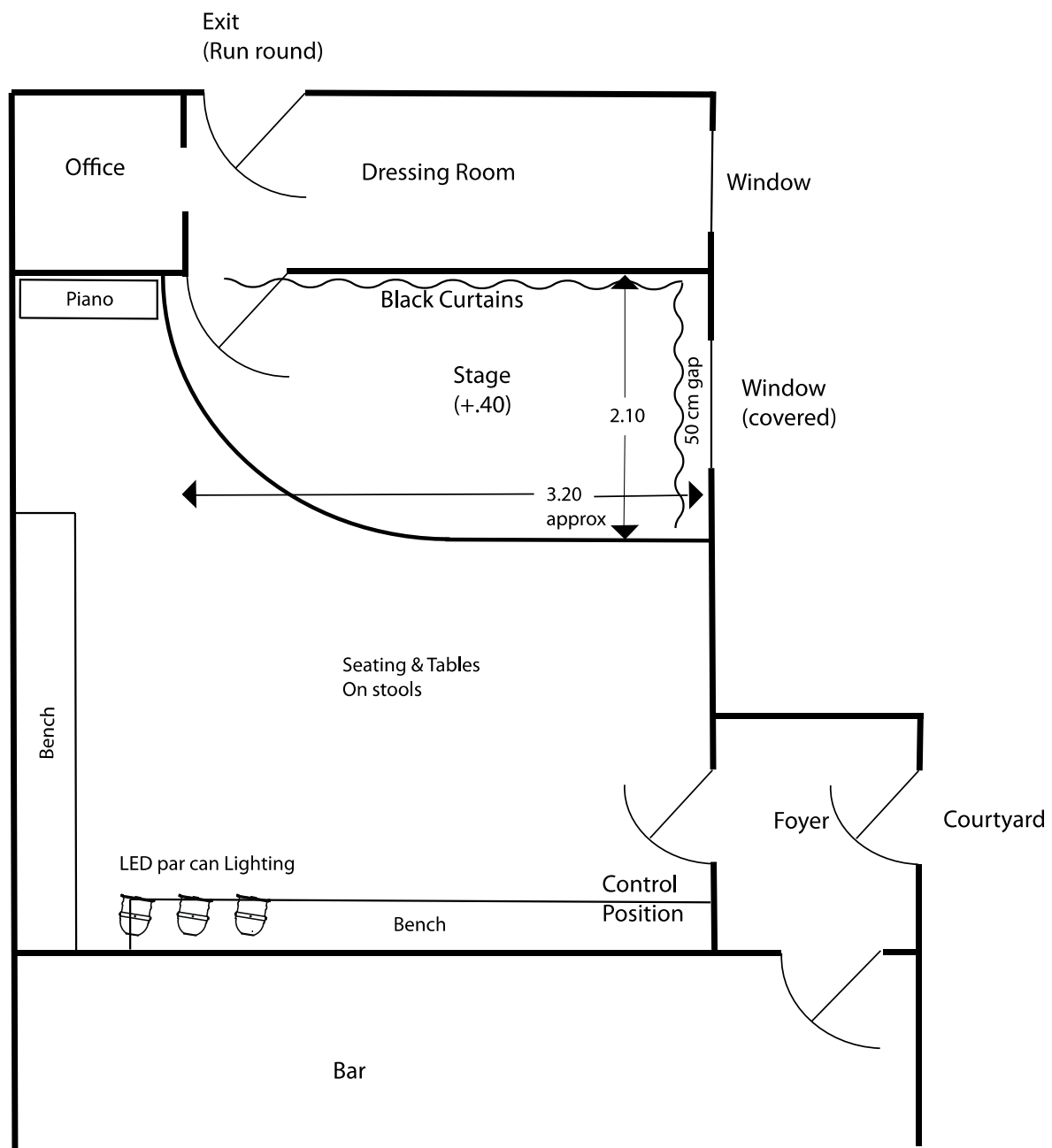
For Museum of Alchemists

<http://www.muzeumpovesti.cz/en>



# Alchemy

This plan is indicative only and not to scale



13th PRAGUE FRINGE FESTIVAL Friday 23rd - Saturday 31st May 2014



Thank you for taking the time to read the application information

If you are ready to submit your application please visit the

**[ONLINE APPLICATION FORM](#)**

If you have any questions about or problems with your submission, please contact us at

[info@fringe.cz](mailto:info@fringe.cz)