

C the most happening Festival on the Fringe

who are we?

C venues is the home of the biggest theatre and new writing programme at the Edinburgh Festival Fringe. Our full programme, encompassing drama, musicals, music, dance, comedy, cabaret, circus and visual and performance art, makes us one of the largest venue groups on the Fringe, with over 200 events taking place in our theatres, foyers and exhibition spaces every day, performed by over 2,000 artists from more than 150 groups and companies.

what do we do?

As a programmed venue group we look for the brightest and best work to showcase at Edinburgh. Between January and April each year we accept applications from companies and artists from around the world for August's Festival. Your production or event will need to be self-contained, fully staffed and funded, and ready to bring to the largest arts Festival on the planet.

twenty years of development

C has developed a high profile and a strong brand identity over the past twenty years. We are committed to vigorously promoting our venues and the works we host.

award-winning

Recent awards include Scotsman Fringe First, Herald Angel and Total Theatre awards, and nominations for Edinburgh Comedy, The Stage and musical theatre awards. In recent years 99% of our shows have gained a printed review, 100% have received press coverage, and many have received four- and five-star reviews. Other awards have included the Richard Pryor award, Spirit of the Fringe, and the Three Weeks Editors' awards. Many shows have transferred to London Fringe and West End venues, and commenced UK and international tours.

programming policy

We programme across all artforms with an emphasis on new and dynamic work. We seek to present as broad a variety of works as possible without compromising on high standards of performance.

marketing and press

We believe that marketing and press work are central to the success of an Edinburgh production. We offer the support of an experienced marketing and press department to all productions. In addition to our brochure, website, advertising, press pack, season launch and promotions, our marketing and press team are on hand year-round to push sales and profile, to react to developments and to assist and advise visiting companies with press, marketing and promoter liaison.

performance spaces

The facilities at our central venues at the heart of Edinburgh's Old Town include high-specification performance spaces, bars, cafés and exhibition spaces. Our theatres range in size from under 50 to over 250 seats, and offer a variety of formats including end-on, thrust, corner stage, traverse, in-the-round, circus, cabaret and flexible and found spaces. During the four-week Festival our venues will be open and running up to 20 hours in every 24.

professional technical facilities

Our theatres are equipped to the highest specifications. Facilities include black box spaces, comprehensive lighting rigs, full theatre sound systems, and the advice and support of our venue technicians.

we're looking for...

We are interested in all kinds of performance, from cabaret and burlesque and circus to dance and musicals, mime, puppetry, poetry, comedy, new writing, physical theatre, devised work and contemporary and classic drama. We'd like to hear from everyone, whether established or up-and-coming theatre, music, dance and opera companies, solo performers, bands, comedians, cabaret acts, and performance and visual artists.

would you like to take part?

This information pack contains more details about us and our venues. If you would like to be part of our **C 2012** season, please complete an application form and return it to us with supporting material.

any questions?

To discuss your ideas informally, or if you need more information, please feel free to call us on **+44 (0)845 260 1010** or email us at **info@cvenues.com**. More contact details are on the back page. We'd like to hear from you.



our fabulous venues at the heart of the city

C – a powerhouse of pure performance

features

The historic five-floor city centre building has been home to our main venue since 2000. C has a 203-seat thrust space, two end-on black box theatres seating 167 and 109, a permanent 160-seat proscenium arch theatre in the basement, and extensive exhibition space. Our lively venue bar serves a full range of drinks, meals and snacks from 9am through until the sun rises the next morning, with night-time cabaret, comedy, bands, dancing, DJs and jazz.

location

C is on Chambers Street, parallel to the Royal Mile, between George IV Bridge and the South Bridge, minutes from the Fringe Office, opposite Old College and the National Museums of Scotland. C's ground floor entrance leads directly into the main box office foyer and the bar. Each theatre is located on its own floor with a spacious lobby. There is lift access to all floors.

C eca – our major new hub venue

features

In 2011 we launched a new hub venue at the Edinburgh College of Art. **C eca** will expand for 2012, with multiple performance spaces of all formats from 300 to 50 seats. These include a 200 and 300 seat main theatres, 120 and 100 seat theatres and 80, 60 and 50 seat studios. Other unique performance spaces include flexible black box and white box studios, found spaces and empty rooms suitable for installation and immersive performance, a circus space with rigging suitable for aerial work, a cabaret bar, a low-tech space for spoken word and storytelling, and in the courtyard a container theatre, tent and outdoor stage.

location

C eca is on Lauriston Place and Lady Lawson Street, a short walk along Lauriston Place from Bristo Square and Chambers Street, and moments from the Grassmarket, with good access from **C too/C aquila** and from Tolcross, the Traverse Theatre and the West End. The performance spaces are accessed from the central courtyard which also houses the main bar, cafés and box office. There are multiple bars and food outlets at the venue, and full lift access.

C too – popular original offshoot with terrace garden

features

In 1996 we re-opened one of the very first Festival venues, St Columba's by the Castle, as **C too**. The thrust format 155-seat main house is especially popular for children's shows and musicals. The 80-seat church space above is ideal for music, storytelling and workshops. The terrace café and bar in the venue's garden serves light meals, snacks and drinks.

location

Just off the top of the Lawnmarket (Royal Mile), **C too** can be approached from both Johnston Terrace and Victoria Terrace, offering easy access from the Grassmarket and from C. The box office and cafe-bar are situated in the venue's terrace garden. Lift access is available.

C aquila – original Royal Mile Festival venue

features

In 2010, we added another of the original Festival venues: the Roman Eagle Lodge. The main stage is an 90-seat end-on theatre with wood-panelled auditorium, raked seating, and a black box raised stage. The flexible studio space offers theatre or cabaret format with bar.

location

C aquila is on Johnston Terrace and the Royal Mile, opposite the International Festival box office and hub, close to **C too**. The venue is equipped with a stair lift.

C socio – found space at Edinburgh's Old Town Gap Site

features

Launched in 2007, **C socio** spans seven storeys of abandoned building and outdoor space from South Bridge to Cowgate, and features performance and installation spaces of all shapes and sizes. Spaces include black box studios, 'empty room' flexible spaces, and found spaces. The venue's location in Edinburgh's Old Town Gap Site gives it a true Fringe feel. Having operated this unique venue for five years, we will be scaling down operations as the site is due for development. Our new spaces at **C eca** ensure that we can continue being a centre for found space, flexible space and site-specific work.

location

C socio is right next to C on Chambers Street – there is even a connecting door.

C site-specific – thinking outside the black box

off-site venues and on-site found spaces

We are open to receiving applications from site-specific shows, either with or without found venues. We have programmed site-specific work into found spaces within our existing venues, from storerooms to corridors to cupboards, while our off-site programme has included events in venues as diverse as Craigmillar Castle, Greyfriars Kirkyard and the closes of the Old Town.

press and marketing

selling your show

The Fringe is a highly competitive environment – in order to get an audience you will need to plan and implement a comprehensive press and marketing campaign. This includes your entry in the Fringe Programme; advertising in the Fringe Programme and other publications; press releases and photos; a website; the design, production and distribution of posters and flyers; and the development of targeted promotional ideas and marketing initiatives. We recommend that you should either make one member of your company (who is not an actor or director) responsible for press and marketing, or engage the services of a professional PR company. We will do all we can to help, but you must be responsible for your own legwork.

our input

At C we view our involvement in and assistance with visiting companies' press and marketing as one of our main priorities. We market our venues aggressively and are always on the lookout for ways in which we can interest the press in the productions we host. Our press and marketing department is available year-round. In addition to freely available advice, information and assistance with planning and monitoring your press and marketing campaign, we offer all companies performing at C venues inclusion in the following as standard:

C festival brochure

Our brochure contains details of every production at the venue together with a day-by-day planner, map and other useful information.

CtheFestival.com

Our Festival website contains information on all our shows, access to online booking, and links to edfringe.com, the official Fringe website, and to companies' and shows' own sites.

press work

In the months before the Festival, we work with all our visiting companies' press representatives to prepare a C Festival press pack. We also prepare and send out press releases targeted at specific types of media and publication/programme. At the start of the Festival we hold a C Festival press launch, and attend the Fringe press reception. During the Festival we maintain open house to the press, supplying them with show information on request. We exploit your good reviews as much as possible and constantly liaise with the Fringe press office. We are also always on the look out for members of the press who might be interested in your work and for stories or photo-opportunities which may develop during your run.

advertising

We regularly place advertisements in the Fringe Programme and other publications and can often arrange discounted or shared display advertising space.

display space at our venues

We display your posters on display boards inside and outside our venues. We will also display posters, leaflets, reviews and photographs at our box offices, bars and foyers.

design and content approval process

We will work with you to help get your print, publicity material and campaign as good as it can be, to help you compete for audiences and reviews in the Edinburgh environment. In order to facilitate this, we require all show print, websites and other publicity material and copy to follow our house style and to be put through a design and content approval process.

office/reprographics facilities

Our facilities available for the use of your marketing and production staff include free wireless broadband access; basic computers available with web browsing; bookable time on word processing, spreadsheet and desktop publishing packages; and greyscale and colour laser printing, copying and scanning facilities. Computer use is free of charge, subject to availability, while copying and printing, faxing, stationery and items supplied are charged in accordance with our standard tariff.

fringe programme

We ask shows appearing with us to take out an entry in the Fringe Programme. This entry, organised by us for all shows at C venues, entitles you to advice on press and marketing from the Fringe Office and access to other Fringe facilities and services, plus automatic inclusion on the Fringe website. We recommend you consider taking a display advert in the Fringe Programme in addition to your entry.

additional services

We can put you in touch with companies able to provide press and PR, print and web design, printing and distribution services at competitive rates.



staffing, box office and front-of-house

before the festival

Our programming, administration and client services, press and marketing and production teams will be in regular contact with you in the months before your arrival in Edinburgh. We seek to make your appearance at the Fringe as smooth and as successful as possible.

during the festival

During opening hours a duty manager, box office and front of house staff will be present at your venue, and a duty technician will be provided for your performance space. All venues have a café or bar. Our press and marketing team and our client services department work across all our venues. Our staff are happy to help and advise you on anything from local information to marketing or technical matters.

show running crew

Most companies prefer to provide their own stage managers or technicians to operate their show. You'll need to provide sufficient personnel to complete your get-ins and get-outs each day safely and to schedule. Our duty technician will be on hand for your get-in and get-out to ensure that everything is running smoothly and will be on call during your performance. In order to keep theatre hire costs down, we do ask that you provide one member of company staff to be available to assist our team with ticket-tearing and stewarding. If you prefer, we can provide technicians to run your show or stewards at an additional cost.

box office

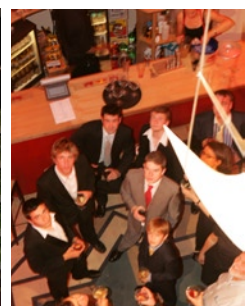
Our computerised box office makes the printing and sale of tickets quick and simple and enables our performing companies to easily access sales reports.

We offer online programme information and telephone booking from June, when the Fringe Programme is launched and Fringe tickets go on sale. During the Festival our venue box offices are open daily for ticket sales and information, from first thing in the morning until after the start of the last show. Tickets for all of our shows are sold from all of our box offices.

Tickets for shows at our venues are also available for sale at the Fringe box office on the High Street and retail outlets around Edinburgh, by telephone and from the Fringe website **edfringe.com**. Tickets are also on sale at other cross-selling Fringe venues around Edinburgh.

merchandise

Our venue box offices are ideal location points for the display and sale of your merchandise. A standard commission rate is charged on merchandise sold.



technical facilities and equipment

theatre spaces

Every year we transform empty rooms and halls into stunning and innovative performance spaces – and after the Festival we transform them back again. Our performance spaces are equipped to some of the highest standards found on the Fringe. With exceptions such as permanent theatres like C-1 and found spaces, most of our performance spaces are full black box theatres and studios with raked seating and flat floor, black dancefloor stages.

lighting

Most spaces are equipped with a comprehensive permanent general lighting cover, controlled from a computer lighting desk. Smaller spaces may be equipped with manual lighting desks. The general cover, which provides warm and cool washes as well as more keylight positions, can be re-gelled during changeovers by advance arrangement and provided time allows. The permanent lighting equipment can be added to by advance arrangement to include your special requirements, charged at cost. Entrances to our theatre spaces are designed to prevent light from entering the auditorium when cast members or latecomers enter, and emergency lighting, while conforming to the required standards, is designed to minimise any glare cast onto the stage or auditorium.

sound

Most spaces are equipped with full theatre sound systems, including CD player, microphone and stand, mixer, amplifier and speakers, and connections for one piece of your playback equipment, such as an iPod or laptop. The permanent sound systems can be added to by advance arrangement to include your special requirements such as minidisc players, additional CD players, playback connections or microphones, charged at cost.

sets/props/ costumes/ special effects

As our theatre spaces have open stages and as quick changeovers are the norm, most companies find that complicated sets are not required. All sets, props and costumes used in your production, and any special effects, are subject to approval from the licensing authority. To this end, we will discuss your set, props, costumes and special effects with you before your arrival.

storage space

Storage space is available in dressing rooms and cupboards for costumes and boxes of small props. Limited storage space for larger items is also available by arrangement.

dressing rooms

Dressing rooms are equipped with mirrors, lights, costume rails, chairs and tables. Where possible, rooms are kept locked and companies can be issued with keys. Space is limited, and dressing rooms are shared between companies. Not all dressing rooms are purpose-built.

technical and dress rehearsals

All companies performing at our venues in week 0 and arriving in sufficient time are offered a four-hour technical rehearsal slot prior to the beginning of their run. We also offer these companies the benefit of a dress rehearsal day prior to the venue opening to the public, when all shows run to their allotted time. Many companies find this good practice for the rigours of getting-in, running and getting-out to time. Companies starting their runs during the Festival are offered a four-hour rehearsal slot where possible. Additional technical rehearsal time may be possible by arrangement.

please note...

Due to the temporary nature of our venues and the number of shows involved in the Fringe, space for changing and storage of costumes, sets and props is limited. We will try to accommodate your requirements, but complex sets, props and costumes may involve changing/storage areas some distance from theatre spaces. In extreme cases it may be necessary for you to arrive in costume or to remove items between performances.

The design and equipment of our theatres and performance spaces is subject to licensing approval and other external constraints, and we reserve the right to make alterations to the plans and descriptions given and to refine our designs as necessary.



our theatre spaces: vital statistics

- C (+3)** Format: **169 seats, end-on open stage (black box auditorium)**
Auditorium: 12.2m W x 12.7m D
Seating: upholstered, eight rows deep, raked on rostra, side boxes
Stage: 9m W x 4.7m D (extendible to 5.4–6m D), black dancefloor, headroom 3.6m to lanterns, 4.4m to ceiling
Lighting: 36 ways of dimming, computer lighting desk, comprehensive general lighting rig; specials by arrangement
Sound: CD, corded mic + stand, mixer, amplifier, speakers; additional equipment by arrangement
- C (+2)** Format: **109 seats, end-on open stage (black box auditorium)**
Auditorium: 9m W x 12.1m D
Seating: upholstered, eight rows deep, raked on rostra, side boxes
Stage: 7.3m W x 4.7m D (extendible to 5.5–6.3m D), black dancefloor, headroom 2.3–2.6m to lanterns, 3.1–3.4m to ceiling
Lighting: 30 ways of dimming, computer lighting desk, comprehensive general lighting rig; specials by arrangement
Sound: CD, corded mic + stand, mixer, amplifier, speakers; additional equipment by arrangement
- C (+1)** Format: **203 seats, thrust stage (black box auditorium, sprung wooden floor under black dancefloor)**
Auditorium: 13.5m W x 10.6m D
Seating: upholstered, four to five rows deep on three sides, raked on rostra
Stage: 6m W x 6m D, black dancefloor, headroom 2.8m to lanterns, 3.6m to ceiling
Lighting: 42 ways of dimming, computer lighting desk, comprehensive general lighting rig; specials by arrangement
Sound: CD, corded mic + stand, mixer, amplifier, speakers; additional equipment by arrangement
- C (-1)** Format: **160 seats, end-on proscenium arch (black box raised stage, red auditorium)**
Auditorium: 12m W x 10m D
Seating: upholstered, permanent tip-up theatre seats, ten rows deep, raked on sloping floor
Stage width: forestage 7.5m W, pros arch 6.2m W, full width including wing space 10m W
Stage depth: full depth 6.7m D, forestage 2.3m D, stage behind pros arch 4.4m D
Raised black stage floor extending into wings, headroom 3m to proscenium, 3.1m to lanterns, 4m to ceiling
Lighting: 48 ways of dimming, computer lighting desk, comprehensive general lighting rig; specials by arrangement
Sound: CD, corded mic + handheld radio mic + stand, mixer/amplifier, speakers; additional equipment by arrangement
Rigging: some rigging bars may be available (no fly tower or flying height above stage)
Additional features: musicians/technical gallery at rear of stage (limited depth and height)

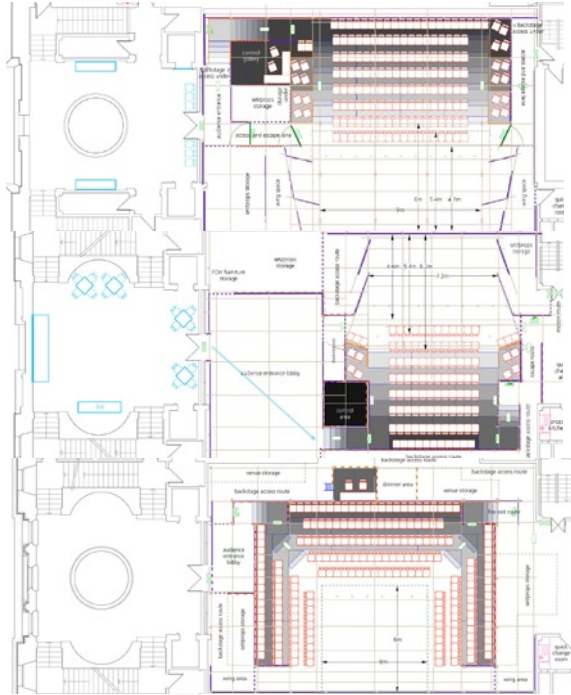
C eca – our new hub venue

C eca can support all kinds of performance spaces. We create spaces at this venue dependent on companies' needs, so state your preferences on your application. **Everything is possible** – from **black box studios** with **end-on, thrust, traverse, corner** or **in-the-round** layouts, to **performances outside** in **tents, containers** or in the **open air**, to **white box** and **black box flexi spaces** and **found spaces** in **empty rooms, corridors, cupboards, site-specific** and **promenade** environments. Here are a few of the standard options...

- C eca (grand theatre)** Format: approx **300 seats end-on open stage** with raked seating, high-ceilinged space
Enhanced lighting and sound installation geared for musical theatre, dance, music and theatre
- C eca (main theatre)** Format: **191 seats, end-on proscenium stage** with raked seating, raised stage, high-ceilinged space
Enhanced lighting and sound installation geared for musical theatre, dance, music and theatre
- C eca (maxi theatres)** Format: approx **120 seats, black box spaces**, raked seating, various formats including **end-on, thrust, traverse, corner**
- C eca (midi theatres)** Format: approx **100 seats, black box spaces**, raked seating, various formats including **end-on, thrust, traverse, corner**
- C eca (mini theatres)** Format: approx **80 seats, black box spaces**, raked seating, various formats including **end-on, thrust, traverse, corner**
- C eca (studios)** Format: approx **60 seats, black box spaces**, raked or flat floor seating, various formats including **end-on, thrust, traverse, corner**
- C eca (flexi studios)** Format: approx **60 seats, black, grey and white box flexible spaces**, with rearrangeable removable seating
- C eca (studio A)** Format: up to **58 seats, thrust stage (black box auditorium)** with raked seating and a basic lighting/sound system
- C eca (studio B)** Format: up to **53 seats, open end-on (black box auditorium)** with raked seating and a basic lighting/sound system
- C eca (studio C)** Format: up to **60 seats, grey box flexible space** with rearrangeable removable seating and a studio lighting/sound system
- C eca (cabaret)** Format: approx **60 seats in cabaret format** (tables and chairs), optional **bar** between/during shows, cabaret lighting/sound system
- C eca (circus space)** Format: approx **60 seats in flexible space** with rigging for aerial work, rearrangeable seating and a studio lighting/sound system
- C eca (found spaces)** Various spaces are available. On receipt of proposals for found space productions we will consider suitable spaces.
- C eca (storytelling space)** Format: approx **40 seats, flexible format low-tech space**, limited lighting/sound
- C eca (container)** Format: approx **20 seats, flexible format found space in shipping container**, limited lighting/sound
- C eca (tent)** Format: approx **60 seats, end-on format tent space**, flat floor seating, basic lighting/sound system
- C eca (outdoor stage)** Format: up to **200 standing audience, open air flexible stage**, lighting/sound by arrangement
- C too (main house)** Format: **155 seats, thrust stage (black box auditorium)**
Auditorium: 12.7m W x 8.3m D
Seating: upholstered, four rows deep on three sides, raked on rostra
Stage: 5.5m W x 4.7m D (extendible to 6.9m W x 5.4m D), black dancefloor, headroom 3.4m to lanterns, 4.2m to ceiling
Lighting: 42 ways of dimming, computer lighting desk, comprehensive general lighting rig; specials by arrangement
Sound: CD, corded mic + stand, mixer, amplifier, speakers; additional equipment by arrangement
Additional features: musicians' gallery to one side of auditorium (limited headroom)
- C too (church)** Format: up to **80 seats, flexible format Church space (white walls, natural daylight, no blackout)**
Auditorium: approx 8m W x 15m D, suitable for music, readings, workshops, basic theatre
Seating/Stage: upholstered chairs, choice of layouts all on flat floor (open space, no masking)
Lighting/Sound: minimal lighting (natural daylight, no blackout), basic sound system
- C aquila (main theatre)** Format: **90 seats, open end-on stage (black box raised stage, panelled auditorium)**
Auditorium: 10m W x 12m D tbc
Seating: upholstered, raked on rostra
Stage: 7.3m W x 4.4m D, black raised stage, headroom 2.4m to lanterns, 3.2m to grid
Lighting: 18 ways of dimming, manual/memory lighting desk, comprehensive general lighting rig; specials by arrangement
Sound: CD, corded mic + stand, amplifier, speakers; additional equipment by arrangement
- C aquila (studio)** Format: **53 seats, flexible space with theatre and cabaret formats**
Auditorium: 5.3m W x 9.3m D approx
Seating: upholstered, raked on rostra or cabaret format with some seats at tables
Stage: 4.5–5.5m W x 4.5m D approx, headroom 2.1m to lanterns, 2.9m to ceiling
Lighting: 12 ways of dimming, manual lighting desk, comprehensive general lighting rig; specials by arrangement
Sound: CD, corded mic + stand, amplifier, speakers; additional equipment by arrangement
- C socio (studios 1 and 2)** Format: up to **58 seats, end-on open stage stage (black box auditorium)** – studios 1 and 2 are the same format
Auditorium: 5m W x 15m D
Seating: upholstered, six rows deep, raked on rostra
Stage: 4.5m W x 4.5m D, black dancefloor, headroom 2.8m to lanterns, 3.5m to ceiling
Lighting: 24 ways of dimming, manual/memory lighting desk, comprehensive general lighting rig; specials by arrangement
Sound: CD, corded mic + stand, mixer, amplifier, speakers; additional equipment by arrangement
- C socio (studio 3)** Format: up to **58 seats, thrust stage (black box auditorium)**
Auditorium: 7.9m W x 6.2m D
Seating: upholstered, two rows deep on three sides, raked on rostra
Stage: 4.5m W x 4.5m D, black dancefloor, headroom 2.4m to lanterns, 3.1m to ceiling
Lighting: 24 ways of dimming, manual/memory lighting desk, comprehensive general lighting rig; specials by arrangement
Sound: CD, corded mic + stand, mixer, amplifier, speakers; additional equipment by arrangement
- C socio (studio 4)** Format: up to **58 seats, flexible found space with stone floor and chipped white plaster and stone walls**
Auditorium: 9.6m L x 4.5–5.5m D Seating: rearrangeable plastic chairs or standing Lighting/Sound: as arranged
Stage: 3–4.5m D x 7–8.9m W depending on layout and capacity, stone floor, headroom 2.4m to lanterns, 3.1m to ceiling
- C socio (found spaces)** Various spaces are available. On receipt of proposals for found space productions we will consider suitable spaces.
- please note...** Details may change as we continue to refine our spaces and venues, and all dimensions are approximate
Larger-size plans and photos are available to download from www.cvenues.com

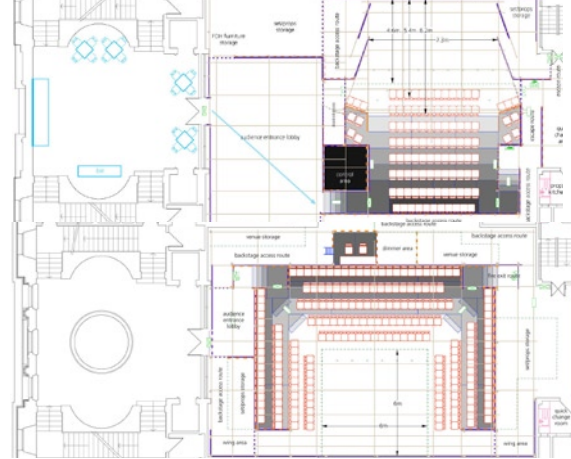
our theatre spaces: plans and pictures

**C (level +3)
third floor**



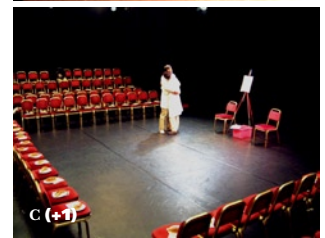
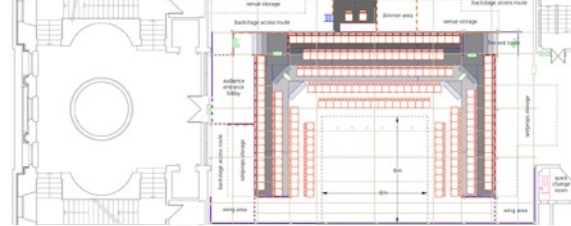
C (+3)

**C (level +2)
second floor**



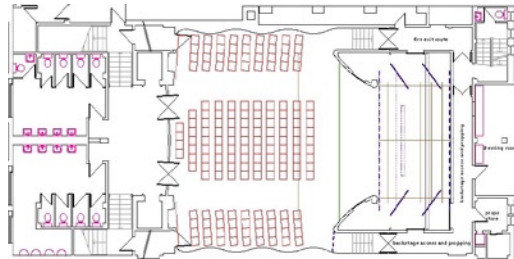
C (+2)

**C (level +1)
first floor**



C (+1)

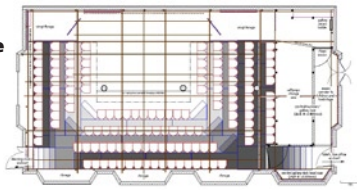
**C (level -1)
basement theatre**



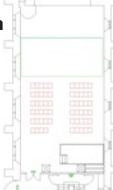
C (-1)

C too

main house



church



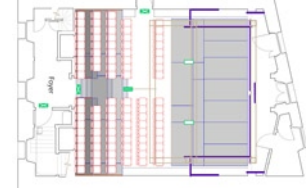
**C too
(main house)**



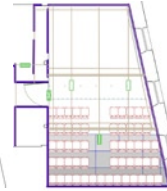
**C too
(church)**

C aquila

main space



studio theatre layout

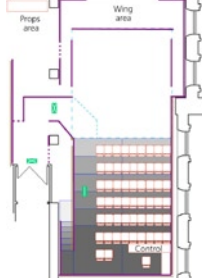


studio cabaret layout

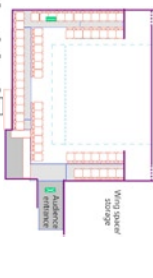


C soco

studios 1/2



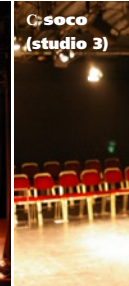
studio 3



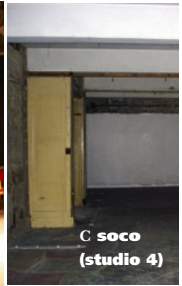
studio 4



**C soco
(studios 1/2)**



**C soco
(studio 3)**

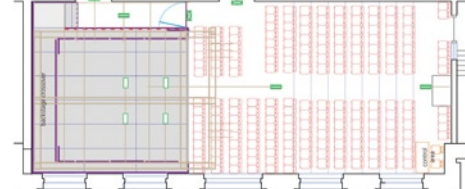


**C soco
(studio 4)**

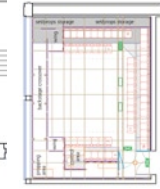
C eca

**2011 spaces shown:
please note that in 2012
the venue will feature
more performance spaces**

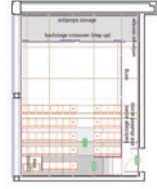
main theatre



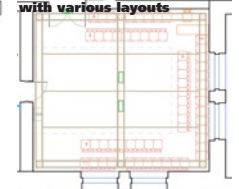
studio A



studio B



**studio C flexible space
with various layouts**



more plans and photos
are available on our website

next steps...

terms

Our standard hire fee is 40% of gross box office receipts, with a minimum guarantee payable to us in advance. You will also need to pay a Fringe Programme entry fee. The amount of the guarantee is based upon the size of space, the time length of your slot, the time of day of your slot, and the weeks that your slot runs for. Hire is subject to our standard terms and conditions which are available on request.

The guarantee is normally payable in three instalments: the first instalment on your accepting our slot offer, the second instalment in April, and the final instalment in July.

We offer discounts on guarantee prices to companies performing for the full run of the Festival. We recommend you consider a full run if at all possible, but we are happy to work with the dates that you are available. We do not limit companies to performing at fixed slot times of one or two hours, but base the timing of each performance space's day on the length of the productions programmed. Because of this, we do not finalise confirmed start times when we offer a slot. Instead we offer a slot within a start time zone, and we confirm times after the Fringe Office programme entry deadline.

Reduced guarantee prices are available to companies performing more than one production in our venues and also to companies who have performed at C before, providing that applications are submitted by the end of February.

Monies taken at our venue box offices are banked by us into a dedicated clients' account. Monies from the Fringe box office are paid over to us by the Fringe Office after the Festival. We aim to settle with companies one month after receiving final funds from the Fringe Office, paying over your box office receipts in full, less any sums due to us or deducted by the Fringe.

Our policy is to include a full standard package of theatre facilities and services in our standard hire fee, available to all visiting companies at no extra cost. Any additional charges incurred by you, such as those for reprographics, telephone calls, additional lighting and sound equipment, technicians to operate your show or stewards, will be in accordance with our tariff or as agreed mutually in advance.

to view the venues

You are welcome to view the buildings that we use for our venues prior to the Festival where possible. The venues are generally available to view on the day of the Fringe Office's Edinburgh roadshows, and it may be possible to arrange viewing on other days subject to venue and landlord availability. To view a venue, contact the C venues office in London on **+44 (0)845 260 1010**. Viewing the buildings may be of help in getting the feel of our performance spaces, but please bear in mind that most of our theatres and front of house facilities are not set up year round, so all you will be able to see is empty rooms and halls.

website

Point your web browser at **www.cvenues.com**

to talk to us

For more information on performing at C venues, or just to talk through your ideas with us, please contact **Heather Young**, general manager, **Siva Zagel**, associate director, or **Hartley T A Kemp**, artistic director, at the C venues office in London on **+44 (0)845 260 1010**

to write to us

Our administration office address is

C venues
5 Alexandra Mansions
Chichele Road
London NW2 3AS UK

You can fax us on **+44 (0)845 260 1001**
or email us at **info@cvenues.com**



C the application

Please complete a **separate form** for each show **in full** and return to
C venues, 5 Alexandra Mansions, Chichele Road, London NW2 3AS, UK or by fax to +44 (0)845 260 1001
You can download an emailable version of this form in rtf format from **www.cvenues.com**

contact details

Your name _____
Address _____

Tel (day) _____
Tel (eve) _____
Mobile _____
Fax _____
Email _____

If you are a student or at a temporary address, please give both current and permanent home contact details

your company

Group name _____
Your position _____
Website _____
Status professional graduate amateur student school
Please tick all that apply

Previous experience _____
Please include all Edinburgh appearances – continue on another sheet if necessary

your show

Show title _____
Author _____
Director _____
Category drama new writing physical theatre comedy stand-up
 revue music cabaret burlesque musical theatre
 opera dance children's (age suitability ____)
 puppetry poetry
 film multimedia devised other _____
Please tick all that apply

Is your show a UK premiere European premiere World premiere
Please tick if Performance rights are secured The show will tour after Edinburgh
Company size Performers _____ Musicians _____ Technicians/SMs _____ Other _____
Running time _____ hours _____ mins Set-up time _____ mins Strike time _____ mins
About your show _____

Pitch your show to us in the space available Do **not** omit or refer us to enclosures or we will reject your application

Draft Fringe Programme copy (40 words) _____

Max 40 words starting with show title Do **not** omit or refer us to enclosures or we will reject your application

Pre-Fringe showings Date _____ Place _____ Time _____
Please include all dates prior to Edinburgh – continue on another sheet if necessary

slot preferences

Your first choices may not be available, so please number all slot options **in order of preference**, and mark **N** against any that are not suitable

Existing space C (-1) C (+1) C (+2) C (+3) C too (main house) C too (church)
 C aquila (main space) C aquila (studio – theatre) C aquila (studio – cabaret)
 C soco (studio 1/2) C soco (studio 3) C soco (studio 4) C soco (found spaces)
 C eca (grand – 300 seats) C eca (main – 200 seats) C eca (maxi – 120 seats)
 C eca (midi – 100 seats) C eca (mini – 80 seats) C eca (studios – 60 seats)
 C eca (studio A – thrust 50) C eca (studio B – end-on 50) C eca (studio C – flexi 50)
 C eca (cabaret) C eca (circus space) C eca (storytelling space) C eca (found space)
 C eca (container) C eca (tent) C eca (outdoor stage) other (_____)

We continually look at new venues, and C.eca offers various formats, so please also list your space preferences in order below

Space types black box cabaret empty space tent outdoor other (_____)
Stage formats pros arch open end-on thrust corner traverse in-the-round
Capacity 30-50 50-70 70-90 90-120 120-150 150-200 more (specify _____)
Weeks of run 0 to 4 Wed 1 Aug to Mon 27 Aug 0 + 1 Wed 1 Aug to Sat 11 Aug
 0 to 2 Wed 1 Aug to Sat 18 Aug 2 only Sun 12 Aug to Sat 18 Aug
 2 to 4 Sun 12 Aug to Mon 27 Aug 3 + 4 Sun 19 Aug to Mon 27 Aug
 1st half Wed 1 Aug to Tue 14 Aug 2nd half Wed 15 Aug to Mon 27 Aug
 other Exceptionally, we may be able to offer alternative date options _____

Slot length _____ hours _____ mins Start times _____
Including set-up and strike time Please state your **earliest, latest** and **ideal** preferred start times in that order

Please send as many as synopsis script cv's/biogs company history budget
 publicity plans/mock-ups staging ideas set/costume drawings

enclosures...
If you would like us to return material in due course, please enclose a stamped addressed envelope and tick here