



# Quaker Meeting House

## Edinburgh Festival Fringe

### Venue 40

7 Victoria Terrace, Edinburgh EH1 2JL  
Tel: 0131 225 4825 Scottish Charity No. SC019165  
Email: [office@equaker.org.uk](mailto:office@equaker.org.uk)  
Web: [www.venue40.org.uk](http://www.venue40.org.uk)

---

## Quaker Meeting House / Venue 40 Information

### Edinburgh Festival Fringe 8 to 31 August 2020

Our friendly venue is situated at the tourist heart of Edinburgh, close to the Castle, the Royal Mile, the Grassmarket and the Fringe Office. The premises are home to a large and active Quaker Meeting and in 2018 we celebrated our 30<sup>th</sup> anniversary as a Festival venue.

As Quakers, we are concerned with issues of peace and reconciliation, social justice and integrity. Venue 40 profits go to various charities, including our own.

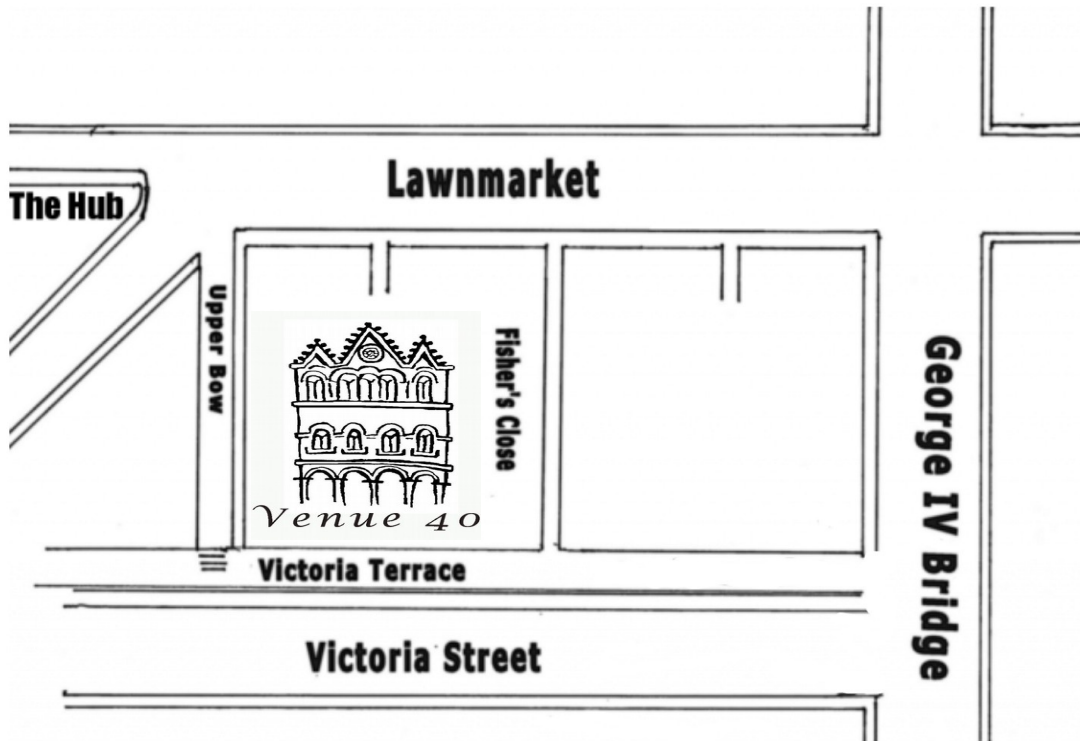


In putting together our Fringe programme, we look for balance and quality, and material which is not in conflict with our values. Typically, we include drama, comedy and shows suitable for children and families.

(Please note: for most schools in Edinburgh, autumn term starts on Wednesday 19 August 2020; audiences for shows aimed at school-age children are likely to be smaller after this date.)

If you would like to be included in our 2020 programme, please use the form on our website, or complete the enclosed response proforma and return it to us as soon as possible. We start programming as soon as applications are received and hope to complete the process by early March. Meantime,

please don't hesitate to contact us if there is anything you wish to discuss.



## What we provide

Our **Theatre** on the first floor provides:

- ✓ full-length blacks around the stage area
- ✓ 65-seat rake, lighting rig (upgraded in 2017 to the plan enclosed)
- ✓ manually operated sound system
- ✓ CD player, mini-disc player (and tape deck, if required)
- ✓ ceiling mounted front projecting overhead projector

It is usually possible, in consultation with our technical staff, to add to the lighting and sound system to meet particular requirements.

Our **Meeting Room** on the second floor provides space for workshops and events (maximum audience 36 for workshops, 60 for talks) that require no technical support (lighting or sound).

## Our accommodation includes

- ✓ our own Box Office (our Box Office uses the Fringe system making online sales, including advance sales information and updates available to companies, full details on this are available from the Fringe Office)
- ✓ a popular professionally-run cafe
- ✓ small changing rooms shared with other companies
- ✓ limited prop storage space
- ✓ Managers resident throughout the year
- ✓ a support team of volunteer box office and front of house staff throughout the Festival

## Theatre slots & booking periods

We offer:

- Weekly theatre slots between 11.30 and 20.00, Monday to Saturday, throughout the Fringe. **This year we are trialing offering a more flexible arrangement for some of our slots, and for these we will ask you what length of slot you want, and your preferred start time. Costs will be adjusted by negotiation**
- For these slots, costs are based on a standard slot of a 50-minute performance, plus minimum 20-minute get-in/get-out periods. The remaining two slots are 2 hours including get-in/get-out periods
- Costs include a two-hour technical rehearsal slot on the Sunday preceding your run

## Dates

Week One: Monday 10<sup>th</sup> to Saturday 15<sup>th</sup> August

Week Two: Monday 17<sup>th</sup> to Saturday 22<sup>nd</sup> August

Week Three: Monday 24<sup>th</sup> to Saturday 29<sup>th</sup> August

We prefer bookings for complete weeks because of the need for technical rehearsals but are open to considering alternatives.

We may also consider one-night shows (particularly music) at either end of the festival.

The Venue is closed on Sundays, but is used for technical rehearsals during the afternoon and evening by agreement.

## Example charges per slot per week for weeks 1, 2 & 3

<b>11:30 – 13:00</b>	<b>£795 per week</b>
<b>13:00 – 14:30</b>	<b>£845 per week</b>
<b>14:30 – 16:00</b>	<b>£935 per week</b>
<b>16:00 – 18:00</b>	<b>£1,295 per week</b>
<b>18:00 – 20:00</b>	<b>£1,250 per week</b>

## Charges **do** include

- All pre-Festival arrangements and advice
- Services of box office and house staff, including house ticket sales and programme distribution:- all money taken by us for your ticket sales will be passed on to you with no deductions at the end of your run
- Publicity displays in the stair lobby and outside the Venue on Victoria Terrace
- Details of your production will be given a page in our house programme and on our venue website
- The printing of all venue tickets for your show

- Technical support and back-up: a technician will be present when you set up to advise and support and will be available to trouble-shoot during your run;
- Technical rehearsal in the theatre (two hours) – we arrange a rehearsal schedule usually on a Sunday in consultation with all the companies performing here
- Dressing room space – very limited and shared with at least one other company
- Very limited storage space for props – it is *essential* (as with most Fringe venues) that you travel light.

## Charges **do not** include

- Technical staffing of your show: if you would like the services of a technician, this will need to be arranged in advance (the additional charge in 2019 was £300.00 per week and this service is provided by Paradise Green)
- Insurance (see below)
- Performing rights fees. This is arranged by the Fringe Society and companies will be required to complete a form online, whether they have fees to pay or not
- Your registration with the Fringe Society (see [www.edfringe.com](http://www.edfringe.com)) and entry in their programme
- Production and distribution of flyers and posters other than display within the Venue

Note:- Tickets will be on sale through the Fringe Society online before the brochure is launched. If you are an 'early bird' this is an opportunity to get some sales before everyone else!

## Insurance

The Quaker Meeting House is fully insured, including Public Liability Insurance. Our cover does NOT, however, extend to companies that are hiring our space, for performances during the Festival Fringe. **It is essential that all companies take out their own Public Liability Insurance, and insurance for loss or damage to their own property including cash and mobile phones. We ask for evidence of this. You should also consider whether you need insurance to cover eventualities such as the Meeting House having to close in an emergency beyond our control or other contingencies.**

## Theatre Layout

This is a small black box theatre with performance area at floor level and a steep seating rake giving a good view from all the seats. Three sides of the stage area are hung with full-length blacks, which hang about 30 cm from the walls.

The performers' stage entrances are down-stage left and right, coming either side of the seating rake. There are no wings and no upstage or side stage entrance. The rear of the rake is high enough to enable performers to wait underneath it (where costumes for changes may be hung and props kept) and to access either stage entrance. Actors can be seen by the audience when they are about half way along the side of the rake.

The stage floor is a matt black dance floor taped to the wooden maple floor. The ceiling is 4.1 m above the stage. The lighting bars hang about 3.8 m above the stage area. The working stage area is approximately 7.0 m wide by 4.5 m deep. (The depth from step at

front of rake to blacks at back is 4.9 m, the width between the blacks at the back is 6.5 m.)

Photographs of the venue and theatre are available on our website, [www.venue40.org.uk](http://www.venue40.org.uk)

The theatre is equipped with manually controlled sound and lighting systems. It is possible to modify the lighting system for your show, in consultation with our technical staff.

The equipment we hire each year may change. If you are bringing items yourself to supplement the basic rig (e.g. gobos) please consult with us to ensure compatibility and avoid disappointment.

We have an additional space (the Meeting Room on the second floor) that can be made available for workshops or talks. If you are interested, please contact us for further information and to discuss what you would like to do and whether this is possible. The charge for a performance in this space is normally based on half the theatre slot rate or an hourly rate but is open to negotiation depending on the parameters required.

The Venue is staffed throughout the year except over Christmas and New Year. Messages left on the answer machine or by e-mail will normally receive a reply within a day or two. Personal callers are welcome; please telephone to make an appointment.

We shall require photographs for our Venue Programme by the beginning of April 2020 from companies who make successful applications. We will use text from your Fringe entry unless you present us with different text by the same deadline.

## **Accessibility**

Our building has level access via the pavement and a ramp to the front door. There is a standard passenger lift to the two upper floors. There is an accessible toilet on the ground floor. Our access arrangements for disabled customers are detailed in our entry on the EdFringe website, and on our own website: [www.venue40.org.uk](http://www.venue40.org.uk). Most doors within the building, including to the cafe and both the Theatre and Meeting Room, are of a suitable width for wheelchairs. If you have concerns about whether access will be suitable for members of your company, please contact us and we will be pleased to advise. We welcome visits. We have a hearing loop system in parts of the building which is available on request, and a portable loop unit. All our venue staff and volunteers undertake accessibility and equalities training, and we have been awarded the Fringe Society's Venue Access Award Level 1. We welcome your feedback and suggestions on our facilities and practice regarding accessibility – please contact us at the office.

## **Assisted Performances Options**

We strongly encourage companies and performers to consider making their shows available to as wide an audience as possible by offering assisted performance options such as audio description, British Sign Language interpretation, captioning and relaxed performances. Advice is available on these options from the Fringe Society

<https://www.edfringe.com/take-part/putting-on-a-show/accessibility>

The Fringe Society may also be able to advise about funding or training that may be available to support this provision. In addition, where applicable, we may be able to put you in touch with other companies who have put on assisted performances here in the past, who may be able to share their experiences.

## **ADVICE ABOUT PERFORMING ON THE FRINGE (especially for Fringe virgins)**

### **GETTING AN AUDIENCE AND REVIEWS**

If you are successful in booking space in our theatre we will do all that we can, within the terms laid out in our Venue Pack, to make your experience a positive one. But you should be advised that, with the huge number of shows being staged in Edinburgh during Festival time, your main challenge, once you have ensured the high quality of your production, is getting both audiences and media critics into the theatre.

The central location and reputation of this venue are an encouragement, but nothing can replace the work you will need to do to ensure an audience and reviews. We and the Fringe Office can advise but we cannot do this work for you. Putting your own publicity machinery in place should be a key part of your preparation.

We do not recommend that you use a flier and poster distribution company; in the experience of other companies this is an expensive and not very effective way of making your show known. Nothing is better than your own direct contact with the media, using any particular angles which will be newsworthy and press write-ups from previous performances. Similarly, your own direct distribution of posters, fliers and street theatre, just before and during your run are essential, if you are to make a mark in a city which is over-brimming with competition. Do talk to us; we have on-the-ground experience! We recommend A3 and A4 portrait posters.

### **PRICES AND PROGRAMMES**

We recommend that tickets are competitively priced (typically prices do not exceed £8 / £6 concession) and that you provide programmes free of charge, and keep them simple (unless you have sponsorship). We are happy to distribute programmes to the audience prior to each show.

### **TRAVELLING LIGHT**

We have, in common with many Fringe venues, very limited green room and prop storage space. You will share space with other companies. It is essential that you come with lightweight, quickly demountable and fire-proofed sets and simple props. We require, at the time of contract, details (including dimensions) of set equipment and large props and of any special effects you plan to use.

Fire regulations and inspections are rigorous. Smoking on stage is prohibited under Scotland's smoking ban, and we do not permit naked flames (e.g. candles).

## **EDINBURGH FRINGE SOCIETY APPLICATION**

We recommend that you consult closely with us while completing paperwork for the Fringe Office, to avoid later misunderstandings.

### **ACCREDITATION**

Quaker Meeting House / Venue 40 is a member of the Association of Independent Venue Producers and is a signatory to the Fringe Society's code of practice for venues.

In 2010 we received the following accolade from Kate Copstick, reviewer for the Scotsman Newspaper:

**'The Quaker Meeting House is a Fringe Gem that always offers thought-provoking stuff. So go and be provoked'**

Please see following pages for information on the technical layout.

The application form is available as a separate document.

**Sue Proudlove and Tony Wilkes**  
Meeting House Managers

QUAKER MEETING HOUSE VENUE 40 TECHNICAL INFORMATION 2020

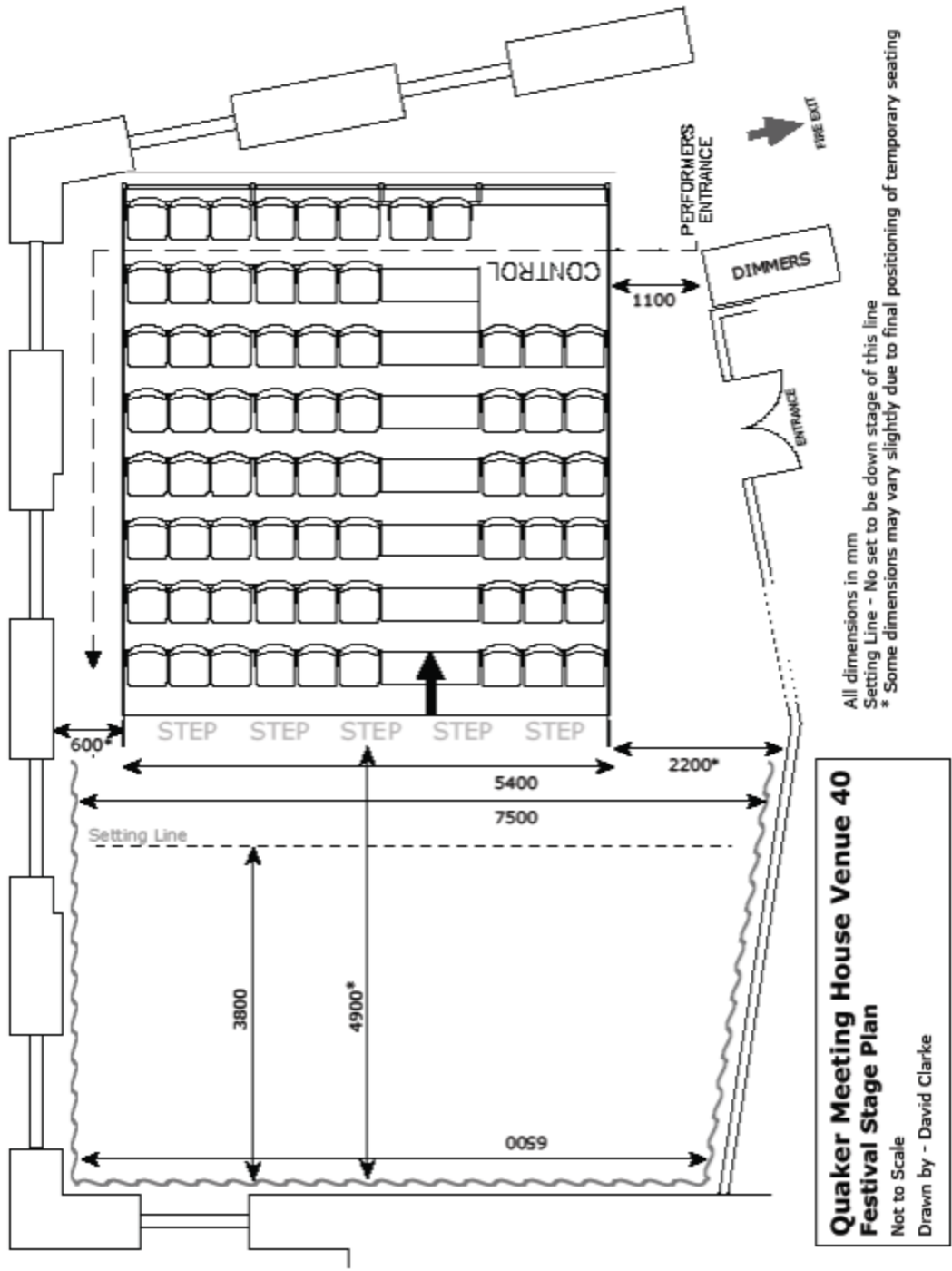
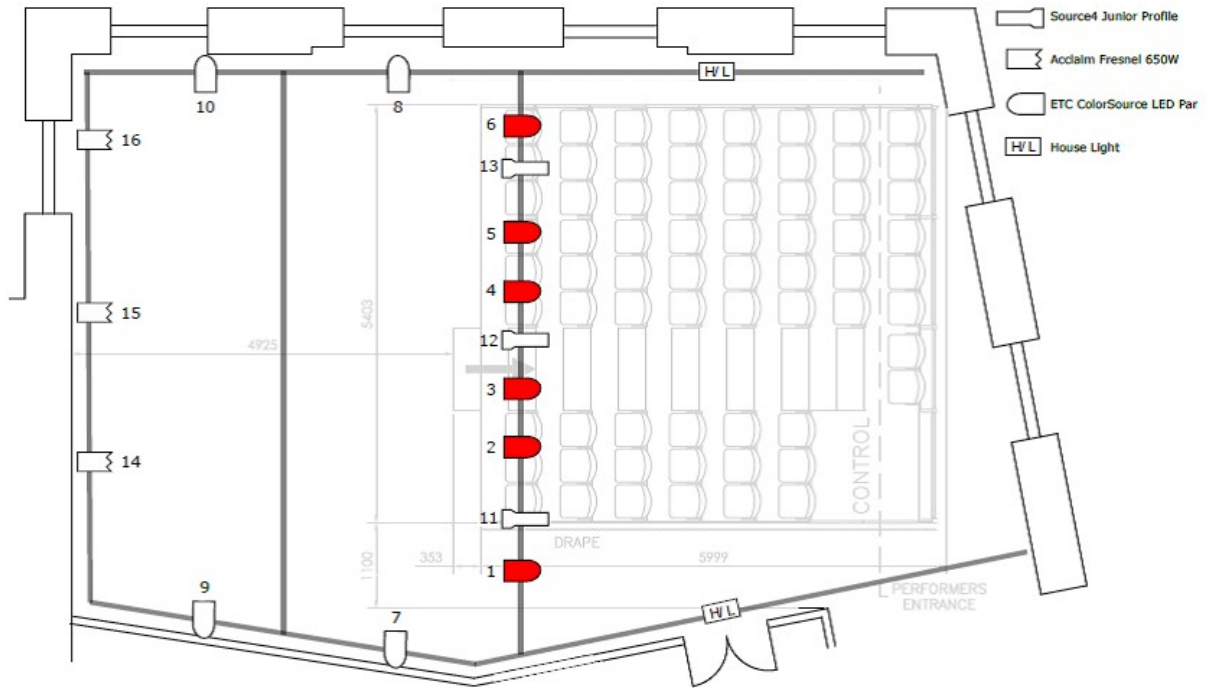


Figure 1. Quaker Meeting House Venue 40 Festival Stage Plan.





Lanterns indicated in red may not be refocused

Figure 2. Quaker Meeting House Venue 40 Festival Stage LX Plan.

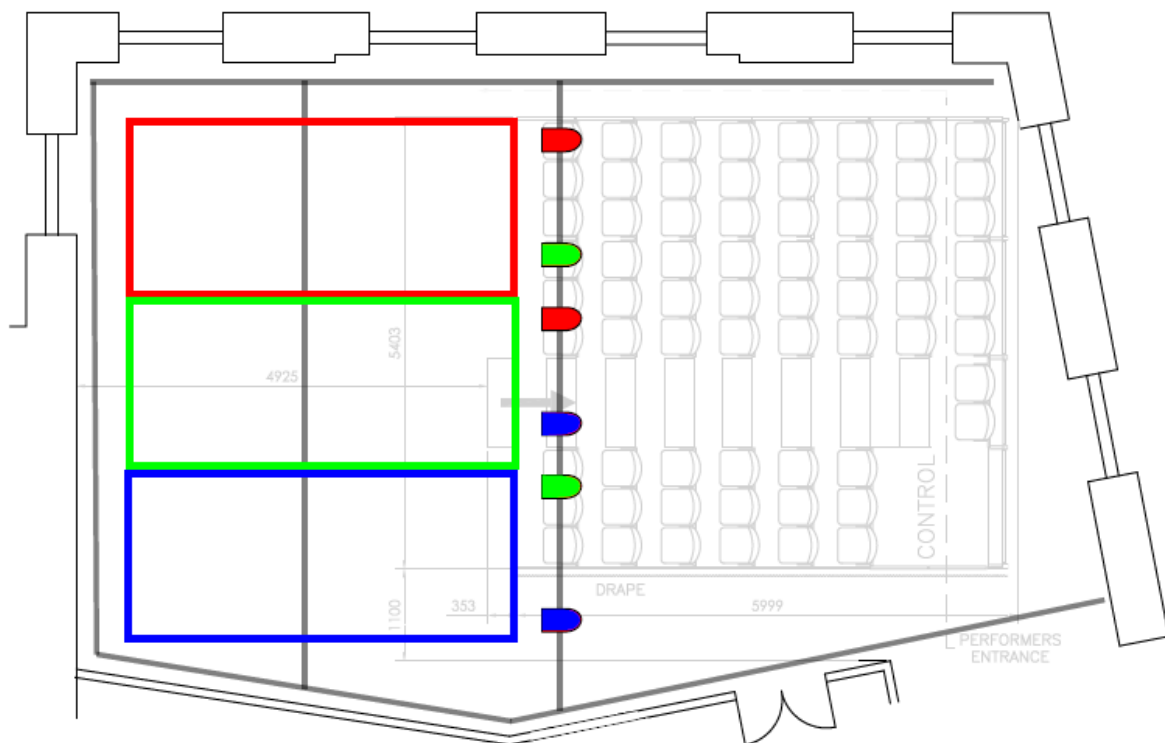
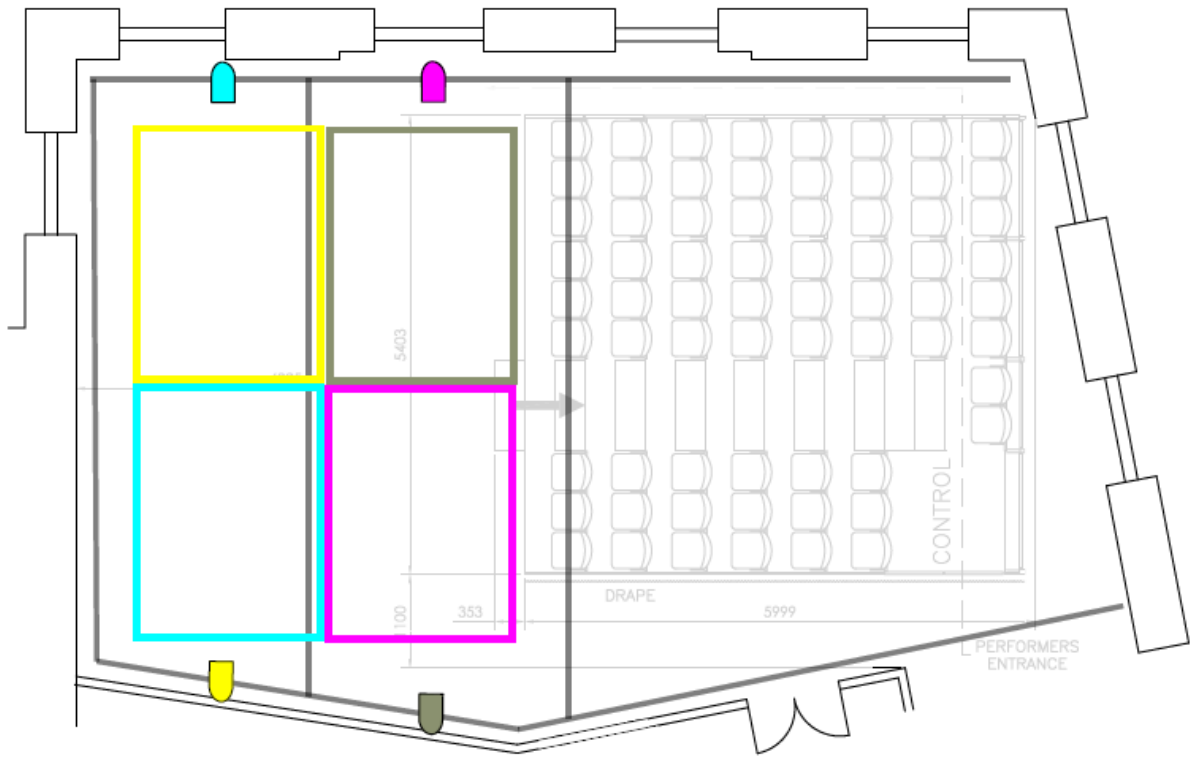


Figure 3. Quaker Meeting House Venue 40 Festival Stage Puddle GC Plan.



**Figure 4.** Quaker Meeting House Venue 40 Festival Stage Puddle Side Plan.