



International DUBLIN GAY THEATRE FESTIVAL

CRITERIA FOR PARTICIPATION IN THE SIXTH INTERNATIONAL DUBLIN GAY THEATRE FESTIVAL

MON. 4th to SUN. 17th MAY 2009

1. PARTICIPATION

The International Dublin Gay Theatre Festival is an innovative artistic programme designed to encourage new writing for the theatre, build new audiences, create performance opportunities, and attain high artistic and entertainment standards. It is open to all forms of theatre. Works by gay authors, that have a gay character, theme or relevance, or that focus on issues of interest like feminism, masculinity or gender identity are particularly welcome. Companies that wish to contribute to this dynamic in a co-operative, innovative and enthusiastic manner are very welcome. IDGTF works in partnership with companies (as a 'co-producer') to ensure that high theatrical standards are attained, strong attendances achieved, good theatre is produced and a warm and welcoming social experience is enjoyed by all participants, volunteers and audience alike.

There are two ways for a production company to participate in the Dublin Gay Theatre Festival. Production Companies will either be invited to participate as a *FESTIVAL PRODUCTION* or as an *INDEPENDENT PRODUCTION*.

2. FESTIVAL PRODUCTION

This is the most popular method of participation and Companies availing of this scheme enter into the following arrangement with the Festival. The Festival assigns the production its performance dates, plus the number of performances, to a venue and agrees to actively promote the venue and the production, arrange box office facilities, provide a range of supports to the company, compiles and produces the ONLY Programme to be sold in the venue (namely the Official Festival Programme). The net Box Office revenue, which remains the property of the Festival until the agreements are fulfilled, will be divided as follows:

In 2009 as in 2008, we are pleased to offer you an enhanced deal where the Festival will pay the Theatre Rental in full, in advance, and this will NOT be a contra against the box office receipts. In essence the Festival is providing your production with a free venue. Box Office receipts for 2009 will be divided on a 70/30 basis in favour of both International and Irish Productions with the Festival receiving 30%. (*Please note that all references to Box Office refer to NET Box Office Receipts*)

All Box Office accounts will be settled within 48 hours of the date of the final performance for International Companies and within 72 hours for Irish Companies. The Festival accepts no responsibility for any other costs, royalty or taxation liabilities incurred by the production company.

3. INDEPENDENT PRODUCTION

These productions are a valued part of the Festival and promoted on a par with Festival Productions. The Festival assigns the production and dates, plus the number of performances, to a venue and agrees to promote the venue and the production, arrange box office facilities, provide a range of supports to the company, compiles and produces the ONLY Programme to be sold in the venue (namely the Official Festival Programme). The net Box Office revenue, which remains the property of the Festival until the agreements are fulfilled, will be divided as follows:

Under the Independent Production scheme, the production company takes full responsibility for the theatre rental and the Festival receives 15% of all net box office receipts to cover the services mentioned above. All box office accounts will be settled within 5 days of the date of the final festival performance. The Independent Production can make its own arrangements to extend its production run beyond the Festival dates and all claims by the Festival cease the day after the Festival concludes each year. The Festival is willing to include 'extended runs' in its promotional material upon request; however arrangements for extended runs are entirely the remit of the production company. The Festival accepts no responsibility for any other costs, royalty or taxation liabilities incurred by the Independent Production Company.

4. CONTENT

Productions must reflect the Festival criteria for inclusion and all scripts must be submitted to the Artistic Director for approval in advance of acceptance into the official programme. Only agreed scripts are permitted to be performed. Any alterations to the play or production must be notified in advance to the Artistic Director, who retains the right to rescind the offer of a place in the Festival, if such alterations in his view affect the integrity or the quality of the play.

Companies should only submit works that they have secured the performance rights to produce at the Festival. The securing of a Licence or Performance Rights to perform each script remains the sole responsibility of the production company, who in turn indemnifies the Festival from any royalty payment obligation. Companies must accompany such proof in their initial submission or with the letter of agreement. Please note that ALL productions must be vetted by the Artistic Director before they can be included in the 2009 Festival Programme. The Artistic Director's decision on the programme content is final and he retains the right to revoke an invitation or to remove a play from the programme at any stage, if the production presented does not adequately reflect the standard and content of the play/performance agreed.

5. GALA CONCERT

Participation in the Festival also includes an agreement to present a 5 minute (maximum) piece from the above production in the Gala Night Concert on Sunday, 17th May 2009. International companies appearing in the first week of the Festival are invited to appear but are not obliged to do so.

6. MARKETING AND PUBLICITY

The Festival's marketing team endeavours to promote all Festival and Independent Productions to the best of their ability, in a fair and equitable fashion, using every opportunity and method available to them. However in the past, certain promotional activities and programme details were curtailed due to the late arrival or lack of PR material from some production companies.

Every Production Company **MUST ENSURE** that Artwork, all relevant details of cast and crew, including biographies, plot synopsis, company logos, production photographs, correct contact details, website and/or e-mail addresses, together with any other requested materials, are supplied in full to the Festival's Administrative Director and marketing / publicity personnel by the agreed deadlines (*No later than the last day of February 2009*). The Artistic Director retains the right to amend the 50 word play synopsis in order to more positively promote the production.

The first public announcement of the Festival Programme is the exclusive prerogative and responsibility of the International Dublin Gay Theatre Festival. No advance media announcements of participation in the Festival are permitted without the approval of the Artistic Director. Under no circumstances may the International Dublin Gay Theatre Festival be used in any way publicly as an endorsement of a production, unless it is an 'official production' selected for inclusion in the Festival Programme. Any future productions should credit the International Dublin Gay Theatre Festival where relevant.

Companies are expected to supply the Administrative Director with Poster Artwork for their production well before the February deadline. Companies are advised to produce their own promotional flyers/leaflets provided that the Festival Logo appears prominently on all material printed. All published material involving the use of either the Festival Logo or Festival Name, must be agreed with the Administrative Director prior to any publication. Please note that the only programme to be sold at any venue is the Official Festival Programme.

Companies are invited and encouraged to attend and participate in all festival promotional events and to make themselves available to the Festival PRO for media interviews as and when they arise. Production Companies are obliged to place their work in the context of the Festival, in all media and promotional activities.

7. SCHEDULES

Performance schedule and locations are as set out in the attached contract and by agreement with the Artistic Director, whose aim is to present the maximum and most diverse range of theatrical performances over the fortnight. Companies must bear in mind the need for immediate agreement of the terms and conditions. As the programme is carefully balanced, your offer gives you first choice as to times, dates and venue, over the ambitions of many other applicants. For every one successful submission in the programme there are up to three unsuccessful applications. Any delay in fulfilling your obligations not only incurs needless expense for the Festival, but seriously disappoints other companies waiting for a place on the programme.

IDGTF is committed to producing accessible gay relevant theatre and as diverse a programme as is possible. The number of performances may therefore be limited or the production may become part of a series of performances in the same venue. Companies are expected to cooperate and respect the other companies they are sharing performance nights or facilities with. In multiple presentation nights, the 'production company element' of any net Box Office revenue surplus will be divided accordingly between the companies performing on the night, on a pro rata basis, bearing in mind the duration and numbers involved in each performance piece. These matters may be clarified with the Artistic Director prior to a contract being agreed between the parties.

8. TICKET PRICES

The Festival sets the ticket price for each venue and it is usually between 14 and 18 euro per show (including a 1 euro Booking Fee). Afternoon Matinees are priced at 10/12 euro. Monies from 5 and 10 play 'packages' and Season Tickets (reductions for multi attendance) will be divided accordingly amongst all participating production companies. Companies must comply with the Festival's ticket pricing, box office and booking arrangements. A print-out of the entire box office receipts for each production is included in the final settlement between the Festival and the Production Company. Companies can not be facilitated with daily reports during the Festival.

9. COMPLIMENTARY TICKETS

The issuing of complimentary tickets, maximum 2 per Production Company per performance, is subject to the agreement of the Festival's Administrative Director and must be jointly accounted for at the Box Office. Any additional complimentary admissions are at the discretion of the Administrative Director who may impose a charge on requests for larger quantities. Please note that requests for 'Media Comps' must also be submitted in advance to the Administrative Director who will liaise with the Festival's P.R.O. to avoid duplication and to ensure equal opportunity for PR coverage. Special marketing initiatives, including the issuing of complimentary tickets, to promote weaker selling productions, will be undertaken at the discretion of the Festival Directors.

10. TECHNICAL ASSISTANCE

Each Production Company is responsible for its own technical production and for its 'get-in' and 'get-out' by arrangement with the venue and by agreement with the Festival. Failure to comply with this may result in the company being billed for any additional services the festival engages during 'get in' and 'get out' times. All 'get-outs' must be completed immediately after the final performance, when the venue is required to be restored to the order in which it was handed over to the company.

The Festival, on advance request and when available, will offer companies limited technical support. Companies are responsible for the standard of their technical presentation. All requests for technical assistance must be submitted four weeks in advance of the production date and clearly marked on a completed production script.

In the event where companies are sharing a venue – no permanent sets can be erected without the agreement of the Artistic or the Technical Director and the other company(s) sharing the premises. Co-

operation is expected in relation to the lighting rig which should be worked out by mutual agreement between the sharing companies. In the event of a dispute the Artistic/Technical Director will impose a basic rig on all productions.

11. ACCOMMODATION

Free Accommodation is provided solely for International visiting actors and essential crew. Such accommodation will usually be for a maximum period of seven nights commencing one day prior to the first performance. All accommodation is located at the Dublin Travelodge, Lower Rathmines Road, Dublin 6 and consists of either twin or three bedded en suite rooms. Due to limited resources, single rooms are unavailable and production companies must accept the accommodation allocated to them by the Administrative Director. Extended stays and additional rooms are available at special discounted rates provided that they are booked via the Administrative Director. Accommodation must be agreed in advance of your final acceptance.

12. FRONT OF HOUSE

The Festival will have a presence Front of House at each venue. Festival staff will ensure that the production begins on time, that announcements are made and that official programmes are sold and accounted for. Each performance must be preceded by relevant safety requirements and a short advertisement about the International Dublin Gay Theatre Festival and its current programme of events. Companies are expected to cooperate with Festival personnel's instructions at all times.

Festival staff will liaise directly with the venue for Festival Productions only. Independent Productions must make their own arrangements with the venues which must include the facilitation of the presence of Festival Staff, the sale of Festival Programme and operation of the festival criteria and promotional material. The Administrative Director will ensure that the Festival Ticket Office, the venue and/or Festival personnel will provide Box Office staff.

13. INSURANCE and RISK

Companies must insure their productions and indemnify the International Dublin Gay Theatre Festival from all responsibility for accident, injury, loss etc. including Public and Employer Liability. The Festival will also undertake to take out its own insurance cover.

Health and Safety, plus the well-being of audience, cast, company, Festival personnel and property are of the utmost priority. Companies must conduct themselves and their productions in a safe and responsible manner, respecting and implementing all bye-laws of the local authority, Gardai and the venue management.

Production companies must comply with the child safety requirements as set out by the Irish Arts Council. Children must be chaperoned at all times and properly cared for. The IDGTF accepts no responsibility for breaches of health, safety, child welfare, loss, injury or accident, arising from activities or actions of participating companies. Companies must make themselves and their personnel aware of all safety procedures at each venue prior to the start of their get-in.

The Festival reserves the right to stop any performance or refuse to allow a performance to begin, in the event of any potential hazard to audience or personnel. Companies must identify four weeks in advance of the first performance, and notify the Festival of any potential risk in the production and avoid all potential hazards, note all fire exits, adhere to the venues fire, health and safety regulations and not endanger the audience, cast, crew or Festival in any way.

14. SPONSORSHIP

Companies must advise the Festival in advance of any approaches being made to sponsors. This firstly is to avoid duplication as the Festival itself actively seeks sponsorship and uses this revenue to provide a range of services to the participating companies. Secondly, it is essential in order to facilitate whatever promotional arrangements are agreed between companies and their sponsors. Festival sponsors will take priority in all publicity and product placements.

The Festival reserves the right to refuse promotional or advertising space to sponsors who may be considered inappropriate to be associated with the Festival. The Festival will endeavour to facilitate

company's sponsors at all times, including placing supporting logos on the respective page in the festival programme, subject to prior notification and agreement.

15. THE FESTIVAL CLUB

The official social networking venue of the Festival is the Festival Club. Companies are requested not to agree to patronise other establishments during the run of the Festival. The networking of companies and their audience has huge potential to benefit attendance at other programmed events and is an opportunity to share resources, audiences and contacts between companies and the Festival personnel. Companies are required to encourage casts and audiences to only attend the Festival Club during the duration of the festival.

16. RESOURCES

The aim of the International Dublin Gay Theatre Festival is to ensure a positive theatrical experience for both production companies and audiences. The Festival, in partnership with its production companies, is committed to producing performances of the highest artistic standard. Audience response forms are distributed at the end of each performance and collated into individual and overall data. Six Awards are presented for excellence on the Gala night including awards for an aspect of production, new writing, best performances by a male and female, an outstanding contribution to Irish theatre award plus an intercultural dialogue award as adjudicated by the Artistic Director or his nominee.

The Festival has finite resources. These resources are primarily allocated for the benefit of the participating companies. All reasonable advance requests for assistance will be facilitated subject to available resources. The Festival will provide advice and assistance in relation to venues, royalties, access to plays/artistic material, casting, insurance, marketing, publicity, technical assistance, props, accommodation, transport/travel, press, reviews, box office facilities, as resources allow.

However the presentation standards of each production remain the responsibility of each production company. The Festival looks forward to combining its resources with production companies in a spirit of cooperation and respect.

17. ACCEPTANCE

I accept the above conditions.

Signed _____

For and on behalf of Production Company

Date _____

Signed _____

For and on behalf of Dublin Gay Theatre Festival

Date _____