

UNCONVENTIONAL VENUE APPLICATION GUIDE: How to be a part of the 2025 Toronto Fringe Festival

Tips for using this guide.

This is a lengthy and detailed document. We recommend viewing it with your NAVIGATION PANE open in your preferred PDF viewing app. This will let you jump to the section(s) you are interested in, as well as assist you in locating where you are in the Guide. You can also use the **Table of Contents** below to jump to each section.

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What is the Toronto Fringe Festival

The Toronto Fringe Festival is an annual 12-day long performing arts festival that provides a platform for artists to self-produce live shows. It is unjuried and uncensored. The first Toronto Fringe was in 1989, and 2025 will mark the 37th annual Fringe Festival. Toronto Fringe is a member of the Canadian Association of Fringe Festivals. You can find more information on the CAFF website: <https://fringefestivals.com/about-caff/#caff>.

How can you participate in the Fringe

There are many ways to be involved. This guide is for applicants who wish to participate in the festival by producing a show. The Toronto Fringe also programs an outdoor patio during the festival, plus several youth and emerging arts worker focused programs that will have calls for participants in late spring. There are also numerous employment and volunteer opportunities to work for the festival.

To apply with a show, you can:

1. Apply to the main lottery for a slot at one of the main performance venues, in the **Main Venue Category**
 - a. The majority of the festival is in Main Venue lottery slots. There are several different categories and venue sizes to select from during the lottery application process.
 - b. The main lottery is for artists who are planning on producing their shows in a conventional theatre space. The Festival provides the performance venues for this category, and schedules each company up to 7 performances (up to 8 performances in small venues and for KidsFest).
 - c. Participants in this category pay a set participant fee to the Toronto Fringe Festival.
 - d. For full details on the Main Venue Category, please refer to the **Main Lottery Application Guide**
2. Apply with a proposal for a performance venue in the **Unconventional Venue Category**, which is programmed on a first-come, first-served basis.
 - a. Participants apply with a venue and are fully responsible for their rental agreements and any corresponding venue fees, the Festival does not intervene in any rental agreement.
 - b. The participant fee for this category is comprised of a base fee plus potential ticket revenue.
3. Apply to the satellite venue lottery for a slot in the **Satellite Venue Category**
 - a. There will be Satellite venues in the 2025 Toronto Fringe Festival, with limited slots available.
 - b. These slots will be selected via a lottery process similar to the Main Venue Lottery.
 - c. Participants in this category pay a venue fee to their satellite venue and an administrative fee to the Toronto Fringe Festival.
 - d. The Satellite Venue lottery applications will open after the Main Lottery draw in early December.
 - e. For full details on the Satellite Venue Category, please refer to the **Satellite Venue Application Guide** (available as of December 13, 2024)

Who can apply to produce a show

Anybody can apply with a show to the Festival – absolute amateur to established professionals, and local, national and international participants are all welcome. The individual applying is referred to as the **MAIN ADMIN CONTACT** and is considered by the Fringe Festival to be the primary producer of the show. The Main Admin Contact enters into a binding agreement with the Festival upon acceptance of a show slot.

You must provide a **company name** at the time of application. The main admin contact and the company name cannot be changed at any time thereafter.

You will also need to provide a **secondary contact** – this doesn't necessarily need to be someone critical to the creation or producing of your show, but they can be. They will be contacted if the Festival is unable to reach the Main Admin Contact with critical information or questions about their application and/or event.

The show you apply with can be anything you want – the festival will never intervene artistically (as long as no laws or Festival policies are being broken). Dance, drama, comedy, digital, immersive, solo, magic, musical, for kids, for teens – you name it, you can probably produce a Fringe show about it. The Festival also encourages and has resources to support participants to include and increase accessibility measures in your performance run.

What does the Festival provide participants

The Toronto Fringe provides a showcase platform in a cherished cultural event and indie mainstay with over 3 decades of buzz. For the main venue participants, the Fringe provides the performance venues which will present up to 9 shows in rep each, equipped with a basic lighting plot, sound playback system, a small storage space and technical and front of house staff and support. For all participants in the festival, Toronto Fringe prints a program guide with a listing for each show, as well as a full show listing page on our website, fringetoronto.com. We market and promote the festival as a whole, through our social media outreach, publicity and advertisements. Toronto Fringe also provides all ticketing and box office systems, all patron services and all front of house operations and staff for all the venues and shows. We set the ticket price as well as any discounts or multi-show passes. In 2024 the price for a single adult ticket was \$15 plus a \$3 service fee. 2025 ticket pricing will be determined by the Toronto Fringe team in first quarter of 2025. The single adult ticket price will not be less than \$15.

Toronto Fringe provides producing support for all festival participants through mentorship, guides and resource documents, seminars, and peer-to-peer support.

What are participants responsible for

The participant is self-producing a full show and is responsible for all costs associated with that (e.g. artists, designers, production team and additional production fees, set/costume/props, licensing or royalty fees, rehearsal space, independent marketing), plus creating the show itself.

Key Application Dates

Main Venue Category lottery applications open	November 14, 2024
Unconventional Venue pre-approval proposals open (optional)	November 18, 2024
Main Venue Category lottery applications close	December 4, 2024 11:59pm ET
Unconventional Venue pre-approval proposals close	December 11, 2024
Main Venue Category Lottery Draw	December 9, 2024
Unconventional Venue Category applications open	December 13, 2024
Satellite Venue Category applications open	December 13, 2024
Satellite Venue Category applications close	January 12, 2025, 11:59 PM ET
Satellite Venue Draw	Early January 2025, date TBD
Deadline to accept Main Venue slot if drawn and pay deposit	January 10, 2025
Unconventional Venue Category applications close	January 31, 2025, 11:59 PM ET

Costs

Application Fee

Cost to apply to Unconventional Venue Category: \$30 CAD (non-refundable). If the full price is a barrier, there are two alternative price options to choose from, \$20 or \$15.

Unconventional Venue Category

WHAT IS IT

The Toronto Fringe Unconventional Venue Category is an expansion of the formerly named Site Specific Category, to acknowledge the alternative forms of performance art that seek the Fringe platform to reach audiences. This category is for companies whose projects do not fit within the Main Venue lottery category or the Satellite Venue category.

The Unconventional Category includes shows/performances which activate indie black box or “storefront” spaces, non-traditional performance spaces, and experimental or immersive performance experiences. This may include physical spaces (i.e. galleries, community centres, etc.), or productions that are not tied to a common physical location for the audience.

Exploring non-traditional audience and ticketing relationships may apply to unconventional venue productions; the Fringe is open to considering if and how the festival is able to support your production and presentation format. If you have a show that you are interested in applying with, but it doesn't fall into the parameters outlined above, please endeavor to submit it to the pre-approval process so we can liaise with you to determine viability before the applications open.

Note: More than one application with the same venue/site will not be accepted.

All venues in the Unconventional Venue Category are subject to the same accessibility standards that apply to all Fringe Venues, as per Fringe Festival policy. Refer to APPENDIX B of this guide for the accessibility definitions and standards to meet.

Slots in this category are filled on a first-come, first-served basis, separate from the Main Venue Category lottery. Applications remain open until all slots are filled or until January 31st, 2025 (whichever comes first). A slot is not confirmed until the participant fee is paid. Participant fees are scaled according to the maximum potential ticket capacity the production will offer over the 12 days of the festival.

UNCONVENTIONAL VENUE REQUIREMENTS

- Applicants apply with a venue; the festival does not intervene in the occupancy agreement.
- Applicants are responsible for all costs associated with securing and setting up the venue, including any technical support. If there are any City of Toronto permits required for the proposed activity on the site, the applicant is responsible for obtaining all required permissions in order to accept a slot in the festival. Applicants will need to demonstrate a reasonable plan to obtain all permissions and permits and submit them to the Festival no later than April 1, 2025.
- The venue must be within the geographical limits of the City of Toronto, and accessible by TTC.
- The venue must meet Toronto Fringe requirements for physical accessibility for patrons.
- The venue must be safe for the general public.
- The venue must be able to offer secure storage for Festival staff to store Front of House supplies, which they will need to access at least 90 minutes before the performance. (storage must be large enough for a small plastic tote, an a-frame sign and a table)
- The seating capacity per performance will be capped at 250.
- There will be 10 slots available in this category.

HOW DOES IT WORK

In this category, you bring the venue, you set up all of the technical requirements, and you determine the performance schedule, with approval from the Toronto Fringe team. All performances must take place between July 2-13, 2025 inclusive. The Festival reserves the right to adjust the performance schedule of all shows in the festival. There is no minimum number of required performances. Duration of consecutive performances in one day cannot exceed 4 hours, inclusive of audience turnover time between multiple performances. It is recommended that the length of one performance not exceed 90 minutes (about 1 and a half hours).

The Festival provides all Front of House and Box Office services and manages the Patron Services systems, along with the rest of the festival. The patron services and ticketing policies are set by the Festival, as well as ticket prices and fees. Tickets are sold as general admission (min \$15 plus ticket fees).

HOW TO APPLY

Applications must be submitted through Eventotron, the festival management portal. If you require an alternative method or support in submitting your application, contact Programming Manager, Suzanne Wilkie at suzanne@fringetoronto.com or by phone at 416-966-1062 ext 228.

- In a web browser, go to eventotron.com
- If you have not previously applied to a Toronto Fringe festival, you will need to **sign-up** for a new account. The email you use here to create an account is what we will use to contact you with any information about your application.
- Search for our festival in the Festivals & Seasons – **2025 Toronto Fringe Festival**
- Click **APPLY**.
- Select “I’m creating a new event” and enter an event title. Click **NEXT**.

Your Event title is the title of your show. It can change later in the process if you are accepted into the Festival. Please note “TBD”, “TBC”, “Untitled” will not be accepted as an Event title. The application must be completely filled out before submitting.

If you want to see all the questions that will appear on the form, check out **APPENDIX A** at the end of this Guide.

NOTE: Your form should autosave as you fill it out. To be sure information is not lost, click out of the field you have edited and look for a blue **SAVING** icon turn to green and say **SAVED** in the top right corner. You can start filling out your application and submit it at a later time. When you click **APPLY**, select “My event is already in Eventotron” instead of a new one, and select your existing application from the drop down menu.

This category is selected on a first-come, first-served basis. An application will not receive a place in the queue if it is incomplete or deemed ineligible. Slots will not be held for incomplete applications.

Applications will be reviewed for:

- **Eligibility** – does the application demonstrate that the specified site is integral to the success of the production, and that the producer is able to effectively occupy the space for the festival.
- **Accessibility** – does the site meet the requirements of the Fringe Festival for public safety and reasonable access that does not compromise patrons’ independence or dignity.
- **Completion** – are all the required details, support materials, and payment provided to the Festival.

WHAT HAPPENS IF YOUR UNCONVENTIONAL APPLICATION IS APPROVED

If all the above conditions are met, your submitted application will be approved, and you will receive confirmation via email. You will then be offered a slot in the Unconventional Venue Category in the festival.

You must pay the Participant fee deposit to secure your slot. You can find the participant fee breakdown below. A slot will not be confirmed until this fee deposit is paid.

The fee deposit is considered your first participant fee installment. The remaining participant fee will be due at a later date and is determined based on the total ticket capacity that your application proposes.

NOTE: Productions are being accepted to the Festival based on a submitted written proposal. The Festival must approve any proposed changes to the venue, the schedule or use of venue itself. The Festival reserves the right to remove an Unconventional Venue Category participant from the Festival if the proposal no longer meets the necessary requirements for acceptance.

FEE BREAKDOWN

Application Fee:

- \$30 CAD (non-refundable). If the full price is a barrier, there are two alternative price options to choose from, \$20 or \$15.
- Submitted at the time of application (can pay online with a credit card, by mail with a cheque, or with cash in-person)

Participant Fee:

- **Part 1: Participant Fee Deposit**
 - There is a \$600 CAD Deposit due upon approval of your submitted application and **required to secure your slot**
 - Paid through Eventotron or by Cheque/Cash
- **Part 2: Remaining Participant Fee**
 - Due by February 28, 2025
 - Paid through Eventotron or by Cheque/Cash
 - 2% of total gross revenue potential based on a \$15 ticket price

Example calculation:

Based on a \$15 ticket, for a show in a 150 seat venue with 8 performances:

DETERMINE GROSS POTENTIAL REVENUE

8 performances x 150 seats available x \$15 ticket price = \$18,000 potential revenue for entire run

DETERMINE 2% OF POTENTIAL REVENUE

\$18,000 x 0.02 = \$360

Remaining participant fee owed to the Festival is \$360 CAD

PRE-APPROVAL PERIOD

Since applications require significant information about physical venues in terms of infrastructure and accessibility, the Festival is offering a period to submit venue proposals to offer applicants feedback about their submission's eligibility and whether any components may be missing, before the actual applications

open. **All potential applicants are strongly encouraged to submit proposals during the Pre-Approval phase, November 18-December 11, 2024.** There is no fee to submit a proposal for pre-approval, and it is HIGHLY recommended (but not mandatory). Submitting a proposal does not replace submitting a proper application on Eventotron. If your submitted proposal is pre-approved, you still need to submit the actual application on Eventotron when it opens on December 13, 2024.

This step is intended to reduce any delay in approval of the application once applications open, which will be assessed in order of submission. The Festival will review and respond to proposals in the order they are submitted. We cannot guarantee that we will review or pre-approve every proposal submitted by December 11, 2024. If you wish to submit a proposal for pre-approval, you can do so through this form: <https://fringetoronto.wufoo.com/forms/tff25-unconventional-venue-pre-approval-applicati/>

ACCESSIBILITY

The Toronto Fringe prioritizes accessibility across the festival. The Toronto Fringe has made a commitment to prioritizing accessibility by:

1. Requiring that all our festival venues, including unconventional venues, meet physical accessibility standards.
2. Providing enough information for our audiences to make informed decisions about attending venues.

While our ultimate goal is universal accessibility, we realize that the majority of Toronto venues are retrofitted for access and may not fully meet or exceed the Accessibility for Ontarians with Disabilities Act (AODA) or Ontario Building Code barrier-free standards. We take this into consideration when assessing venues and look to our participating companies to make best efforts to ensure inclusion for all potential audiences, including those with disabilities.

This category requires applicants to provide a significant amount of information about the accessibility of the proposed venue. Review **Appendix B in this Guide for a full glossary of definitions and standards.**

Physical venues are required to:

- Meet physical accessibility requirements to allow persons using an average-sized mobility device to access all areas of venue designated for patrons (entrance, passageways, performance space, restroom, etc.). This includes providing ramps, lifts, or elevators where level access is not available and ensuring that all passageways (doorways, hallways, etc.) have a clear width of at least 32 inches.
- Offer an accessible restroom where restrooms will be expected to be available (i.e. any indoor spaces) either within or in-proximity to the venue.
- Offer a designated accessible seating area.

Participants are expected to provide all accessibility-related information requested by the Festival in a timely fashion. If an application is approved and confirmed but then is deemed to not meet accessibility standards at a later date, The Fringe reserves the right to revoke approval and remove the spot. The Fringe may request additional information or arrange a site visit to assess accessibility before approval is granted.

If you have any questions about accessibility at an Unconventional Venue, contact Suzanne Wilkie, Programming Manager, suzanne@fringetoronto.com or by phone at 416-966-1062 ext. 228.

COVID-19 Policies at the Toronto Fringe Festival

If you accept a slot in the Festival, you are responsible for abiding by all of Toronto Fringe's policies, including any health and safety policies in place to mitigate the spread of COVID-19. As of November 1, 2022 the Toronto Fringe does not require any party to provide proof of vaccination for entry or participation. Additional public safety measures such as masking indoors and pre-entry health screening may be required at the Festival's discretion. If any venues which the Festival occupies has additional COVID-19 policies that exceed the Toronto Fringe's, they will be abided by.

Anything else you may need to know

Participants may not accept more than one slot in the Fringe Festival; if an applicant is successful in both the Main Venue Category lottery and the Unconventional Venue Category or the Satellite Venue Category, they will be asked to forfeit one of the two spots. The Main Venue lottery will be held before Unconventional Venue and Satellite Venue applications open.

We encourage you to read the full 2025 Toronto Fringe Festival Participation Policies before applying to ensure you are aware of all the conditions and expectations of Fringe Participants. The Policies are available at fringetoronto.com, and on Eventotron.

Signing up to participate in a Fringe Festival is signing up to join a dynamic, diverse, beautiful community of independent artists and creators whose stories reflect and shape our society. Welcome!

Help with your application to the Toronto Fringe Festival

If you have any questions about the Toronto Fringe Festival, or if you require assistance at any point in the application process, please contact Suzanne Wilkie, Programming Manager.

By email at suzanne@fringetoronto.com

By phone at 416 966 1062 ext 228

APPENDIX A – Unconventional Venue Category Application Questions

1. Main Admin Contact Name

This is the primary person the Festival will contact about your application and event. You may not submit more than one application to the Fringe. Please note the following rules:

- The Company Name and Main Admin Contact cannot be changed once submitted.
- The Main contact of a company cannot be the Main contact for a second company in the festival.
- If an individual/company submits more than one application in the Main Venue lottery, the first will be considered and all subsequent applications will be removed from the lottery, and no refund will be given for the lottery application fee
- If the Main Admin Contact cannot continue with a production, we reserve the right to withdraw it from the Festival.
- You may not accept more than one show slot, including Main Venue and Unconventional Venue categories

To edit the contact details, click on the blue head icon to the right of the text field. The address of the Main Admin Contact will be used to confirm the category in the Main Venue lottery.

2. Pronouns of Main Admin (optional)

3. Secondary Admin Contact

Please include their name, email and phone number.

The festival will contact this person if they are unable to reach the Main Admin Contact with critical information or questions about their application or event. They will not automatically be considered a member of the producing team, nor will they be added to the festival mailing list for updates and key information. They can request to be added at a later date.

Click the text box, enter the contact's email address, then click "Add Contact." You will now input your secondary contact's First and Last Name, as well as their phone number and email. The Secondary Contact may not be changed once your application is submitted. Please double check this info before clicking "Save."

4. Pronouns of Secondary Admin (optional)

5. Company Name

This will be credited as the Producing Company in the Fringe Program Guide and printed materials. THIS NAME CANNOT BE CHANGED ONCE THE APPLICATION IS SUBMITTED.

6. Is this your first time applying to the Toronto Fringe?

7. Have you participated in any other CAFF festival before?

8. Check box – confirm that you have read the 2025 Participation Policies and agree to the terms within.

9. Which category are you applying to? SELECT UNCONVENTIONAL VENUE CATEGORY

10. Do you, the Main Admin Contact and applicant, declare that you identify as Indigenous, Black or a Person of Colour?

- a. If yes, you may choose to share how you identify

Unconventional Specific Questions

11. Where will your proposed production take place?

Describe the format or space or room within the venue that the performance will occur in, i.e. gymnasium of a community centre, school classroom, etc.

12. Please provide the full address of proposed site.

13. What steps are required for you to secure and book the site? Include the names of any relevant contact(s) and their contact information. Ensure that you have noted all the Festival's requirements of the venue, and have confirmed them with the appropriate department (i.e. the schedule, secure FOH storage)

14. Have you researched and confirmed all costs associated with securing the site/venue?

These may include rental fees, permits, etc

15. Please explain your reasoning for choosing the proposed site.

16. Have you produced a site-specific production outside of the Fringe previously?

17. Please describe the audience experience. Include details such as: whether they will be seated, what kinds of seats will be provided (if possible at this time), whether they will need to be unseated or moved from one position to another at any point in time, is there audience interaction or immersiveness

18. If your show is immersive or requires a level of audience interactivity, is there a minimum number of attendees you require for the show to run successfully? If this does not apply to you, type N/A

19. What is the length of the show, in minutes?

We recommend Fringe shows not exceed 90 minutes

20. What is the capacity per show?

Physical venues cannot exceed 250.

21. How many performances do you request?

Approval will be granted at the discretion of the Fringe for requests for 2 or more performances per day conditionally. We do not guarantee you will receive the number of performances per day requested. Total duration of consecutive performances cannot exceed 4 hours, including audience turnover between separate performances.

22. What is your proposed performance schedule? Please list all dates and times.

The Festival reserves the right to adjust the performance schedule of all shows in the festival as may be required. Accepted applicants will be asked to submit a confirmed schedule at a later date. The Festival requires access to the physical venues at least 90 minutes before the start of the show for the Front of House staff to set up.

23. **Who will liaise with the Festival Front of House staff to open the space, indicate when the house is open, when the show is starting, etc.?**
24. **Provide the full address of the proposed site, including the postal code and unit number.**
25. **Does your production take place outdoors?**
26. **If no, does the venue provide air conditioning?**
27. **If yes, please describe the rain plan**
i.e. is there an alternate covered area, will tents be provided, will the performance be cancelled
28. **Does the main entrance have level access?**
29. **Are stairs required to access the main entrance? If yes, how many? Is there a handrail?**
30. **Does the entrance have a ramp?** Please indicate width, length, incline, and describe the surface.
Width is minimum clear width of 900mm (35.4 inches).
Surface is firm, stable, slip resistant.
Slope is no more than 1:12.
Landings meet the following: at the top and bottom of the ramp, where there is an abrupt change in direction of the ramp, at horizontal intervals not greater than 9m apart (29'6"), they are minimum 1.67m x 1.67m (65.7 inches x 65.7 inches).
Landings cross slope that is not steeper than 1:50.
31. **Describe the door(s) at the entrance.**
Are the doors single or double? Is there a working powered door opener? Are there more than one set of doors?
32. **Is there a lift? Describe the access to it.**
33. **Describe the ground surfaces patrons must traverse in order to access the space**
i.e. level, uneven, grass, gravel, paving stones
34. **If the accessible entrance is different from the main entrance, describe the route and location.**
Provide answers for the above questions about the entrance. Include signage, buzzer, etc.
35. **Indoor spaces**
 - a. **Describe any stairs or ramps located at your venue that a patron would use to access the performance space, restrooms, other public areas**
 - b. **Indoors: Do patrons need to pass through additional closed doors ever? Do the doors have automatic openers?**
 - c. **If any lifts or elevators are required to access any spaces, describe them.**
 - d. **Does the narrowest doorway or passageway have a clear width of at least 32 inches. If not, describe.**
 - e. **Describe the ground surfaces indoor that patrons will need to traverse**
i.e. entrance hallway is tile, performance space is thick carpet, or if outdoor is the performance space on grass, on paved concrete
36. **Exterior spaces**
 - a. **Provide brief answers to the following:**

- b. Describe any stairs or ramps located at your venue that a patron would use to access the performance space, restrooms, other public areas.
 - c. Describe elevator/lift access if available and required to access any spaces.
 - d. Describe ground surfaces (i.e. paved, grass, gravel). For example: path to ticket booth = paved concrete, performance space = bumpy lawn.
 - e. Describe shade conditions available
37. **Describe the location and features of the accessible restroom at your venue.** Include additional details such as low mounting height of sink(s), towel dispenser, hand dryer, emergency call button etc. if you can. If your restroom does not meet the minimum accessible requirements, please describe the alternative plans for providing an accessible restroom.
38. **Describe the performance area**
- a. describe the types of seating provided for patrons (i.e. stools, chairs with back rests, benching, no seating).
 - b. Describe designated accessible seating area for patrons who use mobility devices or who require ground level seating
39. **What are the lighting conditions**
- a. Describe the lighting conditions of all locations accessible to patrons at the venue i.e. low level, bright, fluorescent bulb. Indicate if different in different areas
40. **Describe the sound conditions of any locations accessible to patrons at the venue if other than quiet.**
- i.e. outside performance space is next to busy roadway
41. **Describe fire alarms (audible and/or visual) and evacuation plan**
42. **Describe how patrons will reach the venue**
- a. what TTC stops are close by, is there vehicle parking, bike parking, distance from sideway or drop off point
43. **Provide the following images:**
- a. Front entrance
 - b. Accessible entrance, if different
 - c. Performance space
 - d. Accessible restrooms
 - i. Accessible restroom entrance
 - ii. Inside accessible restroom
44. **Are there any aspects of the venue/site of your plans that may inhibit accessibility?**
45. **Are you considering accessibility and inclusion in other ways in your production?**
- a. Please describe in details
46. **Anything else you need to share about the venue or proposed plans?**

Optional Self-Identification Section

14. How do you self describe your gender identity?

15. What is your age?
16. Do you identify as living with a disability?
17. How do you self-describe your ethno-racial identity?

Optional Poll for Fringe Producers

18. Would you like to set discount rates for certain groups (i.e. students, artswokers, seniors,etc.) for your show?
19. Do you want to be able to set the full ticket price for your show, or a sliding scale, within a range set by the festival?
20. Do you want to be able to set additional COVID-19 public health policies for your show beyond the Festival's?
21. Do you already have a creative team/cast at this time?
22. Do you anticipate needing rehearsal space?
23. What would a successful time at the Fringe be if you get in?
24. Are you interested in producer mentorship, or peer to peer support in the festival?
25. As an independent arts worker, would you be interested in a public community network of indie artists? Would you engage with a communication platform such as Discord?

Application and Participant Fee Section

The Application fee to apply to the Main Venue, Satellite and/or Unconventional Venue Categories is \$30. If this fee is a barrier to you, please select either the \$20 or \$30 option. The application fee is non-refundable.

26. If your application is successful, how will you pay the full participant fee?
27. How will you pay the Application Fee in order to complete this application?
 - a. Credit Card- you will be taken to the payment options and then a payment screen
 - b. Cash- Please contact Suzanne Wilkie at suzanne@fringetoronto.com or 416 966 1062 ext 228 to arrange a time to come to our office. Our hours are typically Monday-Friday, 9:30am-5:30pm. We may not be able to offer change, come with exact notes if possible.
 - c. Cheque- Please make the cheque out to The Fringe of Toronto Theatre Festival with your selected application fee (\$30 CAD, \$20 CAD, or \$15 CAD)

Please send with a clear label or note indicating your SHOW TITLE, COMPANY NAME, MAIN

ADMIN NAME AND EMAIL TO:

The Fringe of Toronto Theatre Festival

attn: Laura Paduch

100 Broadview Avenue, Suite 322

Toronto, Ontario

Canada
M4M 3H3

APPENDIX B – Unconventional Venue Category Accessibility

Definitions and Standards

1:12

This measurement refers to the degree of slope of a ramp. It means for every inch of height change there is at least 12 inches of ramp run (length). Exterior and interior ramps should be a maximum slope of 1:12 to ensure safe travel. A slope of 1:15 or less is preferable.

32 inches

This measurement refers to the minimum clear width of doorways, entryways, or other passages that a patron must traverse at a given Fringe venue. While 32 inches is a standard minimum which allows access for many people including those using narrow to average sized wheelchairs, this clearance may still create a barrier for those using larger mobility devices.

Accessibility for Ontarians with Disabilities Act (AODA)

The AODA is an Ontario legislation that aims to achieve independence, dignity, integration, and equality of opportunity for people with disabilities by identifying, removing, and preventing barriers. Its purpose is to ensure that all Ontarians have fair and equitable access to programs and services and to improve opportunities for persons with disabilities. The AODA includes requirements with specific standards and dates for compliance that all organizations must meet. For more information go to <https://accessibilitycanada.ca/aoda/>.

Accessible Porta-Potty

While accessible porta-potties do provide improved access for some users, the current design of most “accessible” porta-potties continues to create barriers for others due to lack of automatic doors and other features. They will not be accepted as an accessible option at a venue where indoor restrooms are available to able-bodied patrons. The Fringe encourages companies finding alternative accessible washrooms to first consider partnering with nearby establishments that offer universally accessible restrooms. Proximity will be assessed on a case-by-case basis. Visible signage with alternative accessible restroom details must be provided by a participating company during their Fringe run.

Accessible Restrooms

An accessible restroom is an enclosed space with a barrier free toilet, sink and turning space so that a person using a wheeled mobility device may be accommodated. These washrooms aim to provide privacy and dignity for people with disabilities, including those who require an assistant. They are also useful for others such as those with infants or small children.

An accessible washroom must be provided by a participating company at site specific venues where washrooms will be expected to be available (i.e. any indoor spaces).

In acknowledgement of the current lack of available AODA-compliant infrastructure in the city of Toronto, the Fringe will consider site-specific applications that meet most but not all AODA requirements for an accessible restroom on a case-by-case basis with the independence, dignity, and safety of patrons as a priority.

AODA requirements for restrooms include the following:

- A barrier free path of travel to and from the restroom. This may mean the restroom is located on the ground floor or is easily accessed by elevator, lift, or ramp.
- Automatic/power door opener.
- Single occupancy or a wider stall within a multi-stall washroom.
- A clear floor area of a large enough size that people using wheeled mobility devices can turn around
- Grab bars securely fastened behind or beside the toilet.
- Clearly visible signage indicating accessibility.

Please note that the above is not an exhaustive list. For comprehensive and specific information please see Articles 3.8.3.8. through 3.8.3.13 of the Ontario Building Code which outline barrier-free restroom requirements at <https://www.ontario.ca/laws/regulation/r13368>.

Accessible Seating Area

Accessible seating area refers to the space specifically designated for those who use mobility devices or who have limited mobility. The accessible seating area must have no stairs or other barriers to access and must ensure a line of sight that is comparable to other seating.

Alternative text description

Alternative text or **alt text** is a written description of images and other visual content. Alternative text must convey the content and functionality of the image. Alt text helps screen-reading tools describe images and also appears in the place of an image on a webpage if the image fails to load on a user's screen.

Automatic Door Opener

Automatic door openers provide greater accessibility for a wide variety of people including people using mobility devices and those with strollers.

Barrier

A barrier is a circumstance or obstacle that keeps people apart. For people with disabilities, barriers can take many forms including physical, environmental, attitudinal, communication, and transportation.

Captions

Captions transcribe the dialogue and soundscapes of the performance into words for the audience to read. They are displayed within the media player and are synchronized with the audio. **Closed captions** can be hidden or shown by the viewer, and re-sized. Open captions are embedded and always displayed and cannot be turned off. CART is Communication Access Realtime Translation, where captions are transcribed live, in real-time.

Clear Width

A clear width is the unobstructed opening space that allows passage through doors, entryways, and other passageways. Clear width is measured between the face of the door and the stop on the strike jamb, with the door open 90 degrees.



Cross Slope

Cross slope means the slope of a surface that is perpendicular to the direction of travel.

Disability

Disability covers a broad range and degree of conditions, some visible and some not visible. The broad range of disabilities includes physical disabilities, vision disabilities, deafness or being hard of hearing, intellectual or developmental, learning, and mental health disabilities. People with disabilities have the right to be free from discrimination when they receive goods or services or use facilities.

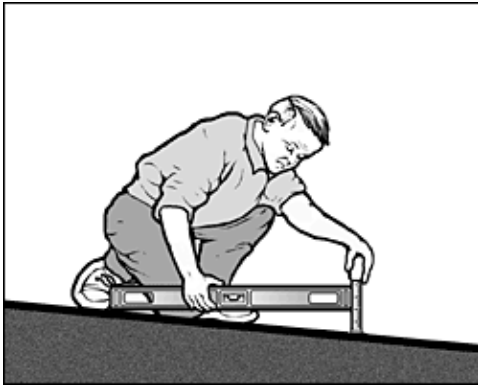
Ground Surface

Ground surfaces can improve or impede mobility for many people. For example, gravel, uneven grassy surfaces, or thick carpets can pose a barrier for many people including manual wheelchair users, those with strollers, and those with limited mobility.

Inclination or Slope

Inclination or slope refers to the degree of incline of a surface (such as a ramp). You can measure slope the following ways:

1. Use a 24 inch level and a tape measure. Put the level on the surface in the direction you are measuring. Put one end at the high point of the surface and raise the other end so that the bubble is in the middle of the level's gauge. The level is now level. Measure the distance between the end of the level at its bottom point and the surface.
2. Divide the length of the **ramp** by the height. This will be the second number in your ratio. The first number is always one. If the **ramp** measures 12 feet long and the rise is 2 feet, you would divide 12 by 2 to get 6, and your ratio would be 1:6.
3. Use a digital level and be sure to read the instructions.



Level Access

Level access means that there is no step, gap, ramp, slope, rise or other potential ground level barrier to entry.

Ramps

Ramps allow access for a wide variety of people including motorized and manual mobility device users and those with strollers. In acknowledgement of the current lack of available AODA-compliant infrastructure in the city of Toronto, the Fringe will consider site-specific applications that do not meet all ramp requirements on a case by case basis with safety as a priority.

AODA requirements for ramps include the following:

- Width is minimum clear width of 900 mm (35.4 in).
- Surface is firm, stable, slip resistant.
- Slope is no more than 1:12.
- Landings must meet the following requirements:
 - Landings must be located at the top and bottom of the ramp,
 - Where there is an abrupt change in direction of the ramp,
 - Landings must be located at horizontal intervals not greater than nine metres apart.
 - Landing sizes are min of 1,670 mm x 1,670 mm (65.7 in x 65.7 in).
 - Landings cross slope that is not steeper than 1:50.
- Ramp must be equipped with handrails on both sides of the ramp.

Full information on AODA requirements for external ramps can be found under article 80.24:

<https://www.ontario.ca/laws/regulation/r12413>. Comprehensive information on interior ramps can be found in section 2.2.5 of the City of Toronto Accessibility Design Guidelines: https://www.toronto.ca/wp-content/uploads/2017/08/8fcb-accessibility_design_guidelines.pdf.

Running slope

Running slope means the inclination of a surface that is parallel to the direction of travel.

Seating

Firmly cushioned seating with armrests and a seat back is preferable for many patrons. Armrests aid in standing up and sitting down while seat backs offer back support and help prevent fatigue. For other

patrons, this type seating may be prohibitive. For example, those requiring a wider seat. Where possible, having alternative seating options available for those that need is preferred.

All images courtesy of: <https://www.adachecklist.org/howto.html>

Screen-Reader compatible

Screen reader technology may be used by a range of people including those who are blind or who have low vision. The techniques used to create screen reader compatible documents may also be useful for neuro-diverse folks and others. **Screen-reader compatible** means that a text document can be **read** and interpreted from text into synthesized speech by a screen reader software. Most screen readers work by generating a synthesized voice that reads text aloud, but some exist that communicate data through a refreshable braille display.