

## Site-Specific Category

The Toronto Fringe Festival Site-Specific category is for companies who want to produce a show in an accessible, non-conventional theatre venue.

Site-Specific applications are accepted into the festival on a first-come, first-served basis, separate from the lottery. Applications will remain open until 20 slots are filled.

You cannot accept more than one slot to the Fringe, including the lottery and site-specific categories. If you are successful in the lottery after securing a site-specific spot, you will be asked to forfeit one of your two spots and any fees paid at that time will not be refunded.

The application to this category requires comprehensive information about the built infrastructure as it relates to the accessibility of the proposed venue. Please ensure you have gathered all of the information required before submitting your application. In order to be eligible, a venue must be fully physically accessible. Questions about the site-specific category should be directed to Laura at [manager@fringetoronto.com](mailto:manager@fringetoronto.com)

*You cannot apply to the site-specific category and the main lottery on the same form. Ensure that you have clicked "NO" on the form to where it asks "Enter a category in the main lottery" in order to display the site-specific application questions.*

## Site-Specific Application and Fees

Once fully completed and submitted, your application will be reviewed for:

1. Accessibility of the proposed venue.
2. Safety of the proposed venue and proposed use of it as a performance space.
3. Whether the venue is appropriately site specific - the site must be integral to the success of the work. Conventional theatre venues are not eligible to apply.

IF APPROVED, YOU MUST SECURE YOUR VENUE AND PAY A PARTICIPATION FEE. A slot in the 2020 Fringe Festival is not confirmed until your application has been approved and the application and participant fee paid in full. Payment instructions will be sent upon approval.

Fees are based on the total number of seats that will be available across your entire run:

**299 seats or less:** \$551

**300-479 seats:** \$651

**480+ seats:** \$751

Example calculation: 9 shows x 75 seat capacity per show = 675 total capacity, thus the fee would be \$751.

The Fringe reserves the right to request additional payment or to return partial payment should the total capacity change before the 2020 Festival takes place.

Once paid, site-specific fees are non-refundable.

Please answer all questions to the best of your ability. **You must fill out all questions in RED on this form.**

Should the Festival discover that your venue does not meet accessibility standards or that application information is falsified, the Festival reserves the right to reject your application. No fees will be refunded.

### **Rules and conditions of the site-specific category:**

- The venue must be physically accessible and barrier free to all patrons; they must meet the requirements to allow patrons using wheeled mobility devices to enter (i.e. entranceway, passage to performance space, appropriate places reserved in audience seating area, restrooms, etc.), and be safe to the general public.
- The seating capacity will be capped at 215 seats (per show).
- The applicant is responsible for expenses and negotiated agreements with the venue directly.
- The applicant must ensure that the venue can provide a safe and accessible space to set up the venue Box Office, a table, a chair, and a secure space to store a tote bin and A-Frame for Festival staff to use.
- The applicant must ensure that the venue and said storage space can be accessed by Festival staff at least 90 minutes before the first show of the day.
- The applicant is responsible to provide any on-site technical support that is required to run the show.
- The applicant is responsible to create and submit the performance schedule. The Festival reserves the right to adjust the performance schedule of all shows in the festival as may be required. There is no minimum number of required performances. There is a maximum of 12 performances (1 per day), with exceptions on a case-by-case basis for very small venues with limited seating capacities.
- The venue must be located within the City of Toronto limits.
- Public parks will not be accepted in this category; the City of Toronto cannot allow ticketed events to take place.
- Accessibility via public transit will be a factor in considering all applications.
- A venue cannot host more than one Toronto Fringe company/show.
- The show duration cannot exceed 90 minutes.
- All single tickets are sold at general admission price.

### **Accessibility at site-specific venues**

The Toronto Fringe has made a commitment to prioritizing accessibility by:

1. Requiring that all of our festival venues, including site-specific 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 do not yet meet 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.

In order to make the 2020 Toronto Fringe as physically accessible and barrier-free as possible, site-specific venues must, at minimum:

- Be safe to the general public.
- 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.
- Provide all accessibility-related information requested by the Festival in a timely fashion.

Sites proposed that do not offer accessible restrooms will be required to provide alternative arrangements. Accessible restrooms feature an enclosed space with a barrier free toilet, sink and turning space so that a wheeled mobility device may be accommodated. These washrooms aim to provide privacy and dignity for people with a disability, including those who require an assistant. Options may include partnering with a nearby establishment that has a universally accessible washroom or renting an accessible porta-potty.

In order to be considered accessible must be located on the ground floor or be easily accessible by elevator, lift, or ramp. Accessible restrooms may be single occupancy or may feature a wider stall within a multi-stall washroom. Accessible restrooms must also have at minimum automatic door openers, a clear floor area of a large enough size that people using wheeled mobility devices can turn around, and grab bars securely fastened behind or beside the toilet. Signage indicating accessibility must be clearly visible or be provided by the participating company during their Fringe run.

If a site-specific application is approved and confirmed but then is deemed to not meet accessibility standards at a later date, the Festival reserves the right to revoke approval and remove the slot. The Festival may request additional information or to arrange a site visit to assess accessibility before approval is granted.

If you have any questions about accessibility at your venue, please contact Susan Wolf, Accessibility Manager at [access@fringetoronto.com](mailto:access@fringetoronto.com) or 416-966-1062 ext. 227

## Application questions

1. Show Name
2. Main Admin Contact (cannot change once submitted)

3. Secondary Contact (cannot change once submitted)
4. Company Name (cannot change once submitted)
5. Do you want to apply for a slot in the 2020 Site-Specific Category? [yes/no]
6. Where will your proposed production take place? Please describe the space or room within the proposed venue that the performance will occur in, i.e. the gymnasium of a school or community centre.
7. Provide the full address of the proposed site. Include the postal code and unit number.
8. What steps are required in order 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. schedule, secure storage, etc.)
9. Why does your production have to take place at the proposed site? How will it use the space? Applicants must demonstrate that the site is integral to the success of the work.
10. 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, etc.
11. Does your production take place outdoors?
12. If no, does the venue provide air conditioning?
13. If yes, please describe the rain plan. i.e. is there an alternative covered area, will tents be provided, will the performance have to be cancelled
14. What is the length of the show, in minutes? Please note, Fringe shows cannot exceed 90 minutes.
15. What is the capacity per show? No venue in the festival can exceed a capacity of 215.
16. How many performances do you request? You can request up to 12 performances = 1 performance per day of the festival. Approval will be granted at the discretion of the Festival for requests for 2 or more performances per day conditionally. We do not guarantee you will receive the number of performances per day requested.
17. 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 venue at least 90 minutes before the start of the show for the Front of House staff to set up.
18. Does the entrance have level access?
19. Are stairs required to access main entrance? If yes, how many? Is there a handrail?
20. Does the entrance have a ramp? Please indicate width, length, incline and surfaces. Are there handrails on one or both sites? Indicate whether it meets the following AODA standards:
  - a. Width is minimum clear width of 900mm (35.4 inches)
  - b. Surface is firm, stable, slip resistant
  - c. Slope is no more than 1:12
  - d. 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)

- e. Landings cross slope that is not steeper than 1:50
21. Is there a lift? Describe access to it.
  22. Are the doors single or double? Is there a working automatic door opener? Are there more than one set of doors/is there a vestibule?
  23. Describe the ground surfaces patrons must traverse in order to access your venue. (i.e. level, uneven, grass, gravel, dirt)
  24. If the accessible entrance is different from the main entrance, answer the above questions as well as describe the route and location. Include if there is signage or a buzzer.
  25. Describe the following elements of the interior, or write N/A if the site is outdoors:
    - 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. Do patrons need to pass through additional closed doors ever? Do the doors have automatic openers?
    - c. Describe the elevator/lift access if available and required to access any spaces.
    - d. Does the narrowest doorway or passageway have a clear width of at least 32 inches? If not, describe.
    - e. Describe ground surfaces (i.e. carpet, wooden flooring). For example; entrance hallway = wood flooring, performance space = thick carpet.
  26. Describe the following elements of the exterior, or write N/A if the show is all indoors:
    - 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. Describe elevator/lift access if available and required to access any spaces.
    - c. Describe ground surfaces (i.e. paved, grass, gravel). For example: path to ticket booth = paved concrete, performance space = bumpy lawn).
  27. Please describe the location and features of the accessible restroom at your venue. You may include additional details such as low mounting height of sinks and towel dispensers, emergency call button, etc. If your restroom does not meet the minimum accessible requirements, please describe your proposed alternative plans for providing an accessible restroom. You will be required to provide clear signage indicating these arrangements during the course of your Fringe run.
  28. Describe the performance area, describe the types of seating provided for patrons (i.e. stools, chairs with back rests, benches, no seating). Describe designated accessible seating area for those who use mobility devices or those who may have limited mobility and require ground level seating.
  29. Please describe the lighting conditions of all locations accessible to patrons at your venue (low level, bright, incandescent, fluorescent bulbs). For example: ticket booth area = low lighting outside under street lamps)
  30. Please describe the sound conditions of any locations accessible to patrons at your venue if other than quiet. For example: outside performance space next to busy highway = noisy.
  31. Please describe any aspects of your proposed site that you believe may inhibit accessibility.
  32. Please describe type of fire alarms (audible and/or visual) and evacuation plan.

33. Describe how patrons will reach the venue (is it close to transit stops, is there parking or bike parking, is it close to the sidewalk, road, or a driveway?)
34. Provide the following images:
- Front entrance
  - Accessible entrance, if different
  - Performance space (does not need to be set up as it will be for show)
  - Accessible Restroom

## Definitions of Accessibility 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. Given this, 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.

### **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.

### **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**

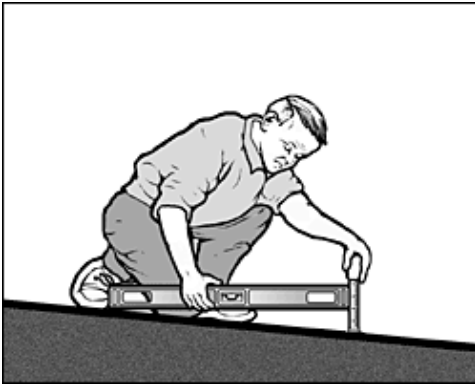
Ground surfaces can improve or impede mobility for many people. For example, gravel, uneven grassy surfaces, or thick carpets can pose a barrier for many people including manual wheelchair users, those with strollers, and those with limited mobility.

### **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/2017/08/8fcf-accessibility\\_design\\_guidelines.pdf](https://www.toronto.ca/wp-content/uploads/2017/08/8fcf-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>