

Bring-Your-Own-Venue Producer Guide

January, 2024

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INTRODUCTION

Welcome to the 43rd Edmonton International Fringe Theatre Festival! This document provides important information regarding BYOV (Bring Your Own Venue) policies and procedures.

FESTIVAL CONTACTS

Your primary contact for the Edmonton International Fringe Theatre Festival is Victoria deJong, Programming Administrative Coordinator

You can reach Victoria:

- By email: victoria.dejong@fringetheatre.ca; or
- By phone: (780) 448-9000 ext. 8934.

You may also contact Murray Utas, Artistic Director:

- By email: murray.utas@fringetheatre.ca; or
- By phone: (780) 448-9005.

Additional staff may assist with Festival Programming throughout the summer. We will be sure to introduce you and provide their contact information.

PRODUCER AGREEMENT

By registering your space as a Bring Your Own Venue (BYOV), Venue Producers agree to:

- Adhere to the Fringe Theatre Code of Conduct (see Appendix A);
- Adhere to Fringe Theatre's policies and procedures as outlined in this document and as made available to producers. NOTE: all policies and procedures are subject to instant improvement and may be updated at Fringe Theatre's discretion;
- Submit venue information, including accessibility information and all safety and emergency procedures, according to the deadlines outlined in this document; and
- Secure all required permits to use their space as a theatre venue and ensure that their venue is safe for all who visit it.

VENUE DETAILS AND DESCRIPTION

Venue information and schedules are submitted through Eventotron, Fringe Theatre's event management system. Please reach out to victoria.dejong@fringetheatre.ca if you need any assistance with Eventotron!

Venue Producers will submit their venue information, including capacity, food service, bar service, etc. in Eventotron. New BYOV Producers will receive an email from Eventotron once their venue is approved indicating that they've been invited to manage their venue in the system. Existing BYOV Producers should already have access to Eventotron and are responsible for informing Fringe Theatre if their primary contact changes.

As a BYOV Venue Producer, you are required to provide Fringe Theatre the following information:

Due Monday, May 27, 2024, at 5:00pm MDT:

- **General Venue Information:** Complete the “General” and “Facilities” information sections in Eventotron; and
- **Accessibility Information:** Complete the “Access” information section in Eventotron. See the Venue Accessibility section of this document (below) for more information about Festival Access.

Due Monday, June 17, 2024, at 5:00pm MDT:

- **BYOV Schedule:** Upload your BYOV schedule to Eventotron no later than this date. See the Scheduling section of this document (pg. 4) for requirements.

Due Friday, June 28, 2024, at 5:00pm MDT:

- **Safety and Emergency Procedures:** Upload your venue’s Safety and Emergency Procedures to Eventotron. See the Safety and Emergency Procedures section of this document (pg. 8) for more details. A sample procedure can be found in Appendix B.

VENUE ACCESSIBILITY

Fringe Theatre strives to make the Festival accessible for everyone. To provide accurate information and to create the best experience for Patrons, Volunteers, and Artists, we ask that Venue Producers take care to ensure that their Access information is current and accurate.

In the “Access” form on your venue’s Eventotron page, you’ll be invited to list the following information that will be made available in the Festival Guide and online:

- Wheelchair accessibility information;
- Whether your venue is step-free;
- Hearing loop or hearing assist availability;
- The number of wheelchair seats available per performance; and
- Accessible bathroom availability.

Fringe Theatre Staff will conduct a site visit with all new venues prior to the venue’s approval. Fringe Theatre may also conduct site visits of existing venues at our discretion.

We recommend that Venues consider conducting a full Accessibility Audit of their venue to identify ways to improve accessibility for everyone who visits the venue. Fringe Theatre’s Accessibility Coordinator can connect you with local groups who conduct these audits. Please reach out to victoria.dejong@fringetheatre.ca for more information.

Fringe recognizes that the journey of accessibility is an ongoing and patient process. We continue to work on an evolving and comprehensive accessibility plan for all Fringers. This will take time. We are grateful to the community of Artists, Volunteers, Patrons, and Staff with lived and learned experience who continue to consult with us to improve processes.

SCHEDULING

- BYOV Producers will receive the Fringe Theatre approved Lottery schedule at least one week prior to the BYOV schedule deadline so they can work around any Artist scheduling conflicts if they share company members with Lottery shows. Fringe Theatre cannot adjust Lottery schedules around a BYOV schedule.
- Shows can start between 12:00PM and 11:59PM, with the following exceptions:
 - Theatre for Young Audiences (TYA) shows may start at 11:00AM;
 - On Thursday, August 15, the earliest show start time is 8:00PM; and
 - On Sunday, August 25, the latest show start time is 8:00PM.
- Please list any “midnight” or “12:00AM” shows as 11:59PM to avoid any date confusion.
- We strongly recommend scheduling a 60-minute turnaround time between performances. A finished show will need 15 minutes to strike their set while the audience exits the venue. The next performance will need 15 minutes to set up. The house should open to audience members 15 minutes prior to the any show. An extra 15 minutes will allow your Staff to take breaks and account for unexpected delays. The minimum turnaround time between performances is 45-minutes.

TICKETING

- All Festival tickets are issued through the Fringe Theatre Box Office. BYOVs may not sell tickets to any Festival performance or event;
- Tickets can be purchased online, by phone, and at physical Box Office locations (on our Main Festival site, La Cité Francophone, Edmonton Arts Council Shop and Services [formerly known as Tix on the Square]).
- Patrons receive online and phone orders via email and e-tickets. Patrons purchasing in person receive physical printed tickets.
- All tickets, regardless of purchase method, contain barcodes to be scanned when entering the venue.
- Fringe Theatre will loan each BYOV one device to scan tickets. Venue Producers with an Android phone or tablet can set up their own devices to scan tickets as well. Venue Producers are responsible for the safety and security of the device. If the device is lost, broken, or stolen while in possession of the Venue Producer, repair and/or replacement fees will be invoiced to the Venue Producer;
- Artists and Venue Producers will be issued a login for Red61, Fringe Theatre’s ticketing system, which they can use to view sales reports and issue complimentary tickets. Venue Producers should only issue comp tickets in case of a ticketing issue at the door, with express permission from the Artists, or as part of a venue rental agreement; and
- All audience members in the theatre require a ticket, no exceptions, per the City of Edmonton Fire Code. This includes babes in arms.

To allow Guests or other Artists entry to a show, the Artist can use one of the following methods to issue a complimentary ticket:

- Issue the Guest or other Artist a complimentary ticket through the Red61 Ticket Management and Reporting Portal. Either the Artist in the show can do this, or the Venue Producer (if given permission); or

- Print off physical complimentary tickets at Artist Services and leave with the Front of House at the venue to give to the Guest Artist;

Regardless of method, **all audience members must have a ticket**. Failure to comply with this policy may result in removal from the Festival.

For questions related to ticket scanners, Red61, comps, or other ticketing issues during the Festival, please reach out to Artist Services.

OTHER POLICIES AND PROCEDURES

Anti-harassment Policy

Although all Venues and Artists must agree to follow the Festival's Code of Conduct, we suggest each Venue have their own anti-harassment policy in place. You can view Fringe Theatre's Anti-Harassment and Safer Spaces policies on our website, linked here: <https://www.fringetheatre.ca/saferspaces/our-policies/>

Other resources with samples of anti-harassment policies that can be augmented to fit your venue are listed below:

- https://www.chrc-ccdp.gc.ca/sites/default/files/template_anti-harassment_1.pdf
- <https://albertahumanrights.ab.ca/media/t0ton0kg/sample-harassment-prevention-policy.pdf>

Open Flames

Fringe Theatre does not permit fire or open flames in Lottery venues (such as candles, sparklers, oil lamps, and lanterns). We highly recommend that BYOVs follow this policy.

If a production is insistent that they must use fire or open flames in a show, your Venue's Safety and Emergency Procedures must include a section on that show's use of flames. The City of Edmonton has strict regulations pertaining to open flames, and it is the BYOV's responsibility to acquire any necessary permits from the City. The Venue must be prepared with fire treated equipment, fire extinguishers, and sand nearby in case of an emergency. Your Venue must also ensure that Artists using fire or open flames in their shows have fire insurance, and to provide Fringe Theatre with proof of the Artist's fire insurance no later than June 28, 2024.

Potential Allergens

If an Artist wishes to use food in their show, be aware of any airborne allergens this might introduce into the environment. Our Lottery venues require special consideration for allowing food into shows, and if airborne allergens are possible, it is not allowed

If a show uses smoke or haze, signs should be posted at the venue. Evaluate your venue's ventilation and consider adding fans and/or air purifiers if there is limited air circulation.

Venue Numbers and Signs

- BYOV venue numbers will be available to Venue Producers and Artists by mid-June; and

- Official Fringe Festival signs for BYOVs, including Venue numbers, will be available before the start of the Festival. The Venue Producer can pick up the sign and place it outside the venue. Venue numbers/signs are an important navigation tool for Fringers and will help your audiences find your venue. Please consider the placement of your sign carefully. The signs are grommited and can be hung. Venue Producers will be informed when these are available. These signs must be returned after the Festival.

Preshow Announcements

Venues and individual productions can either create their own preshow announcement or use Fringe's provided announcement/land acknowledgement. The sound file will be available to Venue Producers and Artists prior to the start of the Festival.

FACILITY REQUIREMENTS

As a Venue Producer, you are legally responsible for all stakeholders at your venue, including yourself, Artists, Volunteers, Staff, Patrons, and the public. You must exercise due diligence so everyone is safe.

Permits

Any space that is being converted into a venue from another primary use (e.g., gym, basement, or multi-purpose room being made into a theatre with raised seats and/or a stage), is potentially subject to a temporary development and occupancy permit. You may need to complete a [Safety Code Permit for Temporary Facilities](#) application and undergo an inspection by the City of Edmonton.

Venues are responsible for identifying and acquiring necessary permits – Fringe Theatre does not facilitate the acquisition of permits for BYOV venues.

- If you are in a public space, occupancy and other permits must be in place; and,
- If you are not in a public space, please check with the City of Edmonton regarding what permits you might require. If you think you'll need a permit, start the permitting process as soon as possible as the City's process requires a long lead time.

Inspections

Audience safety is the main concern for the City of Edmonton and Fire Department and should be the main priority of your venue;

All venues, including Lottery and BYOVs, will be inspected by a City of Edmonton Inspector. They will inspect all venues in one day, but do not disclose the date in advance, so please be prepared! They usually acknowledge the performance schedule but are not obligated to. If a City Inspector wants to inspect your venue, you must give them access.

Occupancy and Capacity

Occupancy refers to the maximum number of people in the room, including Staff, Volunteers, Performers, and Company Members. Capacity refers to the number of actual seats. Capacity cannot exceed occupancy.

Fringe Theatre drops all venue capacities to prevent accidental overselling. Venues with 99 seats or fewer will have their capacity dropped by one seat, and Venues with 100 seats or more will have their capacity dropped by two. These seats are held and called “trouble seats.” The information about trouble seats is not public, nor does it show up in the sales report. This is designed as a buffer to consider any miscounts or other ticket software administration errors, as well as assist in loading the house. By eliminating them in the system, Fringe Theatre cannot sell these tickets.

Edmonton Fire Department is a helpful resource for occupancy questions. We recommend calling if you need to confirm your occupancy.

Seating and Staging

- All seating or staging should be designed and approved by a structural engineer recognized in Alberta and must meet current building and fire codes. Stamped drawings are required when applying to the City for their development and occupancy permits;
- If you are putting risers into your venue, they must be engineer-stamped by the City of Edmonton.
- All aisles should be at least four (4) feet, or 1.2 metres, wide;
- An audience member should not have to pass more than seven (7) chairs to reach an aisle (e.g., if there are fifteen (15) chairs per row of seating, you will need two (2) aisles);
- The depth of each row of seating should be at minimum three (3) feet from the back of a chair to the back of the chair in the row in front;
- Wheelchair-accessible venues can be either Fixed, wherein there is a set number of wheelchair-accessible spaces in the theatre, or Flex, where the venue can remove seats to create space for a wheelchair. We highly recommend that venues have Fixed wheelchair seats available, as Patrons do not always identify that they need a wheelchair seat at time of purchase;
 - Note: The Government of Alberta has resources on wheelchair-accessible seating – [linked here is their Barrier Free Design Guide](#), which has a chart on wheelchair seating on page 53; and
- Room configurations cannot block existing fire exits or emergency lights. Exit signs and emergency lighting must be in place in all venues.

To get your risers for stages or seating approved, contact the City of Edmonton Planning Department. Be prepared to thoroughly explain both seating and stage set up; and

Exits

- All fire exits should be clearly marked and clear of any obstructions. If the exits are not lit, consider buying a “safety glow” exit sign from any fire safety supply store; and
- All public spaces should have at least two (2) exits. Capacities should not exceed 60 seats if a venue only has one (1) exit and are below grade or on a second level of a building.

Equipment

- Make sure there are sufficient fire extinguishers in the space and that all stairs, exits, and fire exits are clear;
- Fire extinguishers should be located by the exits. A fire extinguisher must be present in the technical/operator’s booth;

- Fire extinguishers need to be updated yearly. Check the tag on all extinguishers to ensure they are up to date. This is something the Fire Marshalls will check; and
- All masking and flammable materials used for staging must be treated with a flame retardant.

SAFETY AND EMERGENCY PROCEDURES

- You must have a written emergency procedure in place including your mustard points no later than June 28, 2024. Your Staff and Volunteers must be trained on these policies prior to the Festival;
- Tech booths must be equipped with a first aid kit and a fire extinguisher;
- Someone onsite must have first aid training;
- Ensure that one person is always present at the venue who is the designated point person in case of emergency. In our Lottery venues, we have two Technicians: a Lead Technician and Secondary Technician. If something happens inside the building or on-site, the Lead Technician is the designated point person; and
- See Appendix B for an example of Venue Emergency Procedures.

Medical

In an emergency, call 911. When a situation requiring First Aid occurs:

- Turn house lights on to full;
- Have designated first aider check on the person in distress;
- Determine if the situation is URGENT or MINOR;
- If URGENT, call 911 immediately and:
 - Provide the venue name and address;
 - Provide a description of the situation; and
 - Stay on the line until the dispatcher tells you otherwise; and
 - Be available to emergency responders when they arrive to pass along any vital information regarding the situation.
- If MINOR, address the situation to the best of your ability and encourage the Patron to please report the incident to Fringe Theatre's First Aid Team, located in Studio A of the Fringe Theatre Arts Barns (10330 84 Avenue) and/or by radio via any Team Leader or Fringe Staff; and
- Any medical emergency must be thoroughly assessed before restarting a performance.

Fire

- In an emergency, call 911.
- If smoke is detected within the venue, it must be investigated immediately. The designated lead should bring the fire extinguisher to determine the smoke's source;
- Smoke inhalation is the primary cause of death among victims of indoor fires. The smoke kills by a combination of thermal damage, poisoning, and pulmonary irritation caused by carbon monoxide, hydrogen cyanide, and other combustion products; and
- Any incident involving the discharge of a fire extinguisher must be reported to the Production Department. Fire extinguishers are only capable of extinguishing fires the size of an average garbage can.

If the fire is too large to extinguish:

- Pull the fire alarm and begin emergency evacuation by directing people to your venue muster point;
- Turn house lights on to full;
- Call 911 immediately and:
 - Provide the venue name and address;
 - Provide a description of the situation; and
 - Stay on the line until the dispatcher tells you otherwise; and
 - Be available to emergency responders when they arrive to pass along any vital information regarding the situation, including if any people are still in the building.

Severe Weather

Severe weather poses the biggest risk to public safety on and around the Festival site. Severe weather includes thunderstorms, tornadoes, blizzards, or any weather event that can be unpredictable, move quickly, and cause widespread devastation.

Preparedness:

- Create an emergency plan including identifying shelter-in-place processes, how you will communicate with your team, and how you will help ensure the safety those in the building should a severe weather event take place. Having a plan can help reduce stress during a difficult situation;
- Consider your venue's outdoor space and how you may need to address it in the event of severe weather. Walk the site to identify any structures that need attention. For example, to keep the Festival main site safe in severe weather, tent walls are rolled up/opened to prevent strong wind from overturning tents, and signage is cut off outdoor tents to mitigate the risk of signage falling;
- Monitor weather regularly: have weather alerts on your phone and be prepared if something happens. All weather information on the Festival site is collected through Environment Canada;
- Keep your Staff updated on any potential weather issues;
- Talk to your insurance provider to understand your protection policies and claim procedures; and

During a severe weather event:

- In the event of severe weather, shelter in place. Keep everyone – Patrons, Artists, Volunteers, Technicians, etc. – indoors.
 - NOTE: you cannot force anyone to stay in the venue. They must have the option to leave;
- Pause the show and turn house lights to full; and
- Open the building to allow people and passersby to take shelter. This is the only circumstance in which you may exceed the venue capacity;

After a severe weather event:

- Assess the property for structural damage and new potential risks such as broken glass on the ground, burst pipes, sewer drains backing up, etc;
- Check on the wellbeing of neighbouring buildings, businesses, residences etc.;
- Immediately notify your electrical service provider if you notice that power lines are down;
- Contact your insurance provider to ask for a letter showing your insurance coverage and all exclusions;

- Before you throw anything away or make repairs, take pictures of all damaged items inside and outside the property;
- Collect, remove and relocate debris to one location to reduce risk of harm; and
- Contact your local government to inquire on what supports may be available in your area.

Community Care

Fringe Theatre operates a Community Care Team. This service-based program is comprised of Staff and Volunteers using harm reduction approaches to community crisis response and community empowerment. This team supports unhoused and vulnerable community members who may access various community supports in the immediate vicinity of the Fringe Theatre Arts Barns and Fringe Festival grounds who are often displaced from their regular use of public spaces by Festival activity. If you have vulnerable or unhoused Patrons in/around your venue who may benefit from outreach support, please send them to the Community Care Tent located on 85 Avenue between the North Beer Tent and KidsFringe. Additionally, the Community Care Team distributes naloxone and harm reduction kits available for free to the community. We strongly suggest you keep naloxone kits on hand at your venue. Please stop by the Community Care Tent to pick up free kits. If there is a person in distress in/around your venue, please reach out to the Community Care Team or call 211.

Security

- In the event of an emergency, call 911;
- Consider your venue's procedure in case of an event requiring a lockdown; and
- In Lottery venues, Technicians will halt the show and invite passers-by to take shelter inside the theatre until the threat passes.

INSURANCE

Always consult your insurance provider before making decisions regarding liability and event insurance.

As the Venue Producer, you are responsible for Front of House, Staff, Volunteers, Artists, Audience, and any other person who may be in your venue. It is important to have an insurance policy and understand your coverage. A venue's capacity, location, whether it serves alcohol etc. are some of the factors that can determine specific insurance details and cost.

Fringe Theatre highly recommends all Artists carry their own liability insurance. Venue Producers may require that their Artists have their own insurance. Please note that International Artists' base insurance may not cover them in Canada.

ARTIST INFORMATION

Important Dates:

- Monday, May 27th at 5pm MDT: Festival Guide Info Forms due! Please remind Artists to fill out their Festival Guide Info Form in Eventotron to ensure their show information appears in the Festival Guide.

- Show schedules are subject to change until the schedule is finalized toward the end of June. Artists should not start making promotional materials with their show schedules until the schedule is finalized, even if they're in a BYOV.

Artist Postering

Postering on the main Festival Site is managed by Fringe Theatre Staff.

- Artists may bring four (4) laminated 11" x 17" posters to Artist Services starting Wednesday, August 7 and Fringe Staff will put them up on their behalf.
- Artists must drop off posters no later than Wednesday, August 14 at 5:00pm. Any posters delivered after this date will not be put up until after opening weekend, as Artist Services is very busy at the start of the Festival.
- Posters are regulated to designated, Fringe-managed areas.
- Any posters found outside of designated areas will be removed.

Our Festival is a handbill-free event. Please remind your Artists of this as this policy is strictly enforced.

APPENDIX A: FRINGE THEATRE CODE OF CONDUCT

Updated June 30, 2022, subject to instant improvement

OVERVIEW

We're happy you're here, fringer. You belong here. When you fringe with us, you join a community that is vibrant, diverse, inclusive, welcoming, and safe.

We believe in creating safer spaces that celebrate creative risk. We're committed to creating safer spaces where community thrives. We're all in this together – thanks for being awesome.

Here at Fringe Theatre, we believe in care and kindness above all else. We aim to treat everyone with equal respect, kindness, enthusiasm, and care. Our Safer Spaces Program provides initiatives, policies, and procedures that encourage inclusion, reduces opportunities for harm, and supports survivors and allies who choose to report an incident.

We ask all fringers to adhere to the following Code of Conduct, including any person who comes on site to the Fringe Theatre Arts Barns, the Edmonton International Fringe™ Theatre Festival grounds or Festival partnering venues, or who represents and/or participates in a Fringe Theatre produced event. Fringers will not participate in or condone activities that discriminate on the grounds of race, colour, place of origin, gender, age, marital status, religious beliefs, citizenship, mental and physical abilities, sexual orientation, or any other prohibited grounds within the Alberta Human Rights Act.

DEFINITIONS

1. **Fringer:** Any person who comes on site to the Fringe Theatre Arts Barns, the Edmonton International Fringe™ Theatre Festival grounds or partnering venues, or who represents and/or participates in a Fringe Theatre produced event. This includes Attendees, Patrons, Sponsors, Donors, Vendors, Renters, Performers, Crew Members, Volunteers, Board Members, and Staff.
2. **Consent:** A voluntary, ongoing, active, and conscious agreement to engage in the activity in question. Consent or a “yes” that is obtained through pressure, coercion, force, threats, or by inducing intoxication, impairment, or incapacity is not voluntary consent. Silence or ambiguity do not constitute consent. Additionally, there is no consent when:
 - it is given by someone else;
 - the person is unconscious, sleeping, or lacks the capacity to consent;
 - it was obtained through the abuse of a position of power, trust, or authority;
 - the person does not indicate “yes,” says “no,” or implies “no” through words, body language, and/or behaviours; and
 - the person changes their mind and withdraws their consent.

All parties wanting to engage in an activity must obtain clear consent from the other and recognize that consent can be withdrawn at any time.

3. **Discrimination:** A distinction, whether intentional or not, based on a characteristic or perceived characteristic that has the effect of imposing on an individual or group of individuals burdens, obligations, or disadvantages that are not imposed on others, or of withholding or limiting access to opportunities, benefits, and advantages available to other individuals in society.
4. **Harassment:** Conduct or comment, either one time or repeating, that:
 - a. is demeaning, intimidating, threatening, or abusive;

- b. is not trivial or fleeting in nature;
- c. causes offence and should have reasonably been expected to offend;
- d. serves no legitimate purpose for the environment;
- e. is a reprisal or threat of reprisal against an individual for ejecting a solicitation or advance; and
- f. undermines authority or respect in the environment, limits opportunities for advancement, or creates an intimidating, hostile or offensive environment.

Harassment includes conduct or comments, or the creation of a negative psychological and/or emotional environment that humiliates, excludes, or isolates an individual or group by focusing on their race, colour, place of origin, gender, age, marital status, religious beliefs, citizenship, mental and physical abilities, sexual orientation, or any other prohibited grounds within the Alberta Human Rights Act.

Harassment also includes bullying, which is a form of aggression that may include physical, verbal, or emotional abuse. It can include persistent, offensive, abusive, intimidating, or insulting behavior, abuse of power, and/or unfair sanctions which make the individual feel threatened, humiliated, and/or vulnerable.

CODE OF CONDUCT

Additionally, all Fringers will maintain Fringe Theatre, the Fringe Theatre Arts Barns, the Edmonton International Fringe™ Theatre Festival grounds or Festival partnering venues, and all events produced by Fringe Theatre as a safe place by:

- Maintaining positive, respectful relationships with fellow community members;
- Acting with honesty and integrity, declining to participate in or condone any activities that may be considered unethical or illegal;
- Avoiding participating in or condoning activities that may put people in harm's way or risk their physical, emotional, or mental wellbeing;
- Practicing active consent when engaging in all activities;
- Supporting people who have experienced or disclosed harassment, violence, or discrimination by reporting any incidents of bullying, harassment, violence, discrimination, or abuse that you witness when you are able;
- Not participating in or condoning in activities that may be bullying, non-consensual, discriminatory, harassing, or violent in nature; and
- Maintaining a drug and tobacco-free environment (including vaping) by not utilizing such products anywhere on site.

VIOLATION OF POLICY

Violation of this Code of Conduct may result in being removed from the Fringe Theatre Arts Barns, grounds, the Edmonton International Fringe™ Theatre Festival grounds or Festival partnering venues and/or banned from participating in future activities related to Fringe Theatre or the Fringe Theatre Arts Barns.

APPENDIX B: SAMPLE VENUE EMERGENCY PROCEDURE

<p>Fire:</p>	<p>If smoke is detected in the venue, it must be investigated immediately.</p> <p>A fire extinguisher will be kept in the booth and brought with the Technician to determine the source of the smoke. Any incident involving the discharge of a fire extinguisher must be reported to Fringe Theatre.</p> <p>Fire extinguishers are only capable of extinguishing fires the size of an average garbage can. If the fire is too large to extinguish, pull the fire alarm and begin emergency evacuations:</p> <p>House lights at full. Turn venue lights on.</p> <p>Technician #1:</p> <ul style="list-style-type: none"> • Put on a yellow safety vest and call 911 for the fire department. • Provide the dispatcher with the venue name, address, and primary exit location. <p>Technician #2:</p> <ul style="list-style-type: none"> • Communicates with the rest of Venue Volunteers and Staff to inform them that 911 has already been contacted, • Put on a yellow safety vest and get the Audience’s attention from the stage. • Direct Audience and Artists to the venue’s muster point. • Muster Point: _____ (clearly communicate your muster point to your Staff and Volunteers.) <p>Technician #1:</p> <ul style="list-style-type: none"> • Lead the Audience and Artists to the muster point. • Keep people moving away from the venue so the Fire Department can drive up to the building and unload equipment without any congestion. <p>Technician #2:</p> <ul style="list-style-type: none"> • Ensure that the building is evacuated and continue to direct audience and cast to muster station.
<p>Severe Weather:</p>	<p>Front of House props front door open (if possible) so people outside can take shelter. Technicians determine whether the venue should be evacuated.</p>
<p>Power Outage:</p>	<p>Technicians determine if an evacuation is necessary. If there’s no need to evacuate, ask the Audience to stay in the venue calmly (or leave if they wish). Cancel the show if the blackout continues for 15+ minutes.</p>
<p>Lockdown:</p>	<p>Front of House locks the front door and pulls the inside double-doors closed. FOH to call 911 if necessary. FOH informs Technician of the situation. The Technician will announce a pause of the show over the mic and instruct Patrons to stay seated and quiet. House lights at full and sound off until further instruction/more information from Staff or police.</p>

Please note: Venue staff cannot force patrons to remain in the building in the event of an emergency; patrons must have the option to leave if they choose.