

16 FEB - 17 MAR
2024 PROSPECT FRINGE



ARTIST PACK

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Congratulations on choosing Prospect to create some Fringe magic! We have no doubt that you will love it here.

Over the years, Prospect has indeed proved itself to be a hotspot for Fringe lovers, with our vibrant community of art enthusiasts consistently ranking amongst the top Fringe ticket buyers.

With its incredible location, directly adjacent to City of Adelaide and easily accessible by public transport, bicycle or car, City of Prospect is an obvious choice for anyone who values convenience, quality offering and public attention.

But being part of Prospect Fringe has so many more perks! Have a look through this Artist Pack to get more details about all that is involved. You could be part of an exciting Program we're building to promote Prospect as a key Fringe destination!

If you have not contacted us yet, do not wait any longer to send your EOI to admin@prospect.sa.gov.au with **Prospect Fringe 2024 EOI** in the subject line. Our Events Team will be in contact with you shortly.



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PROSPECT FRINGE PERKS

50% reduced hire fee and free post-event cleaning* for any venue managed by City of Prospect

This includes both indoor and outdoor venues, with option to benefit from additional services such as sound and lighting technicians, bar, etc.). Please note some services will be provided in-kind and other services may be at an additional cost. *Free post-event cleaning (valued at \$160) only applies to indoor venues.

Up to \$200 off your registration fees for Performing Arts and Events and up to \$150 for Visual Arts and Design

City of Prospect has always stood as a strong advocate and supporter of all art forms. We know that a little boost is sometimes all one needs to make an idea come alive. Allocations are limited, so don't hesitate to contact us as soon as possible. To benefit from this discount, your event must be held in City of Prospect.

Free inclusion in our Prospect Fringe Program – available online and distributed locally

Prospect Fringe Program will be available both online and in paper form. Up to 5,000 copies will be printed and distributed in our community.

Access to additional marketing support through the promotion of Prospect Fringe

Prospect Fringe will be promoted heavily on digital, social, print supports, through Adelaide Fringe, as well as using all of City of Prospect's communication channels.

Opportunity to leverage via our social media channels to promote your show

Send us some pictures, videos, fun facts and we will promote your show on our social media (subject to availability).

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OUR VENUES

City of Prospect offers a range of both indoors and outdoors venues. Have a look below to find your perfect match!

VENUE	PRICE*	FACILITIES**	CAPACITY
Eliza Hall at Payinthe (Indoor)	\$68/hr	<p>Ideal for live music shows, theatre, cabaret, dance performances, kids shows and stand-up comedy.</p> <ul style="list-style-type: none"> • Stage (8m x 3m) • Bar (inclusive of 4 small bar fridges, 2 sinks & a small dishwasher) • Sound & Light Techs (note additional cost p/h) • Power • 100-inch Projector Screen • 8 x trestle tables (1800mm L x 900mm W) • 20 x low row round café tables • 7 x tall bar tables • 120 x chairs • 30 x bar stools • Toilets (incl. accessible) • Access to Kitchenette (large fridge, oven, microwave, pie warmer, water urn, dishwasher, 2 x sinks with running water, instant boiling water, 3 x power outlets) <p>Flexible floor plan to suit a vast range of events. Photos & more information: https://www.spacetoco.com/space/eliza-hall</p>	120
Irish Harp Rooms at Payinthe (Indoor)	\$30/hr	<p>Ideal green room for Eliza Hall shows. Perfect space for workshops and classes. Room can be divided into two smaller spaces.</p> <p>Kitchenette (2 sinks with running water, microwave, kettle)</p> <ul style="list-style-type: none"> • Power (6 x outlets) • 2 x TV Screens • 8 x trestle tables • 16 x chairs • Toilets (incl. accessible) <p>Photos & more information:</p>	Up to 30

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		https://www.spacetoco.com/space/irish-harp-room-1-meeting-room-and-maker-space https://www.spacetoco.com/space/irish-harp-room-2-meeting-room	
VENUE	PRICE*	FACILITIES**	CAPACITY
Prospect Memorial Gardens (Outdoor - Menzies Crescent)	\$25/hr	<ul style="list-style-type: none"> • Large open-air grassed space • Stage a.k.a. Sound Shell (approx. 7m x 4m – frontage spans to 11m due to shape of stage) – covered • Small undercover area adjacent to stage • Power (8 single phase outlets) • Water drinking fountain • Water tap (installed on request) • Toilets (incl. ambulant toilet) • Existing LED Lighting (partial) <p>Photos & more information: https://www.spacetoco.com/space/memorial-gardens-adjacent-rsl https://www.spacetoco.com/space/memorial-gardens-sound-shell https://www.spacetoco.com/space/memorial-gardens-pavilion</p>	2,000
St Helens Park (Outdoor - Prospect Road)	\$21/hr	<p>Ideal for smaller outdoor events up to 400 people.</p> <ul style="list-style-type: none"> • Large open-air grassed space • Power (3 different locations totalling 41 single phase, 1 x 3 phase) • 2 x water drinking fountains • Water tap (installed on request) • Toilets • Parking – small car park <p>Photos & more information: https://www.spacetoco.com/space/st-helens-park-rotunda</p>	400

* Total hire prices displayed before subsidy.

** All our indoor venues are wheelchair friendly.

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VENUE	PRICE*	FACILITIES**	CAPACITY
Vine St Plaza (Outdoor – Prospect Road)	\$25/hr	<ul style="list-style-type: none"> • Outdoor paved public space (next to Eliza Hall) • Stage (approx. 9.2m x 3.6m) – not covered • Power (4 x 10amp behind stage, 2 x 20A 3 phase outlets, 4 x 15A single phase outlets) • Toilets (incl. Accessible) available in adjacent Payinthe building with ramp access • Existing LED Festoon Lighting • Parking (behind Payinthe building) • Wheelchair friendly <p>Photos & more information: https://www.spacetoco.com/space/prospect-sa-vine-street-plaza</p>	Up to 400

* Total hire prices displayed before subsidy.

** All our indoor venues are wheelchair friendly.

But there is more! Prospect is full of amazing cafes, cinemas, restaurants and quirky spaces. Contact us to discuss any idea you may have and we'll help you find your venue in Prospect!

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BE PART OF PROSPECT FRINGE

You have an event you would like to register?

1. Complete the Expression of Interest (page 8-9) and send it back asap to the Senior Community Events Coordinator, Justin at admin@prospect.sa.gov.au with as much information as you can.
2. We'll be in touch to discuss our venues, availabilities, pricing, services and eligibility for subsidy.
3. Once it is all confirmed and you are set on the date(s) and details of the event(s), book your space with us online, using your special discount code (provided upon confirmation), so that you can access the discount hire fee.
4. Register your event with Adelaide Fringe (more information [here](#)) BUT make sure you stop before the payment is processed.
5. If you are eligible for our Prospect Fringe subsidy, Adelaide Fringe will process your reduced payment through the back end of their system.
6. Congratulations, you are now part of Prospect Fringe!

You have already registered your event but would like to add a Prospect Venue to your program?

1. Complete the Expression of Interest (page 8-9) and send it back asap to Justin at admin@prospect.sa.gov.au with as much information as you can.
2. We'll be in touch to discuss our venues, availabilities, pricing, services and eligibility for subsidy.
3. Once it is all confirmed and you are set on the date and details of the event, book your space with us online, using your special discount code, so that you can access the discount hire fee.
4. Make sure you add your new session to your existing Adelaide Fringe AVR profile.
5. Congratulations, you are now part of Prospect Fringe!

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WE ARE HERE FOR YOU

We are here to help! Do not hesitate to contact us about...

- Your inclusion into the Prospect Fringe Program
- Eligibility for subsidy
- Marketing support
- Our venues
- Pricing
- Technical Requirements (light, audio, stage plan, etc.)
- Potential local business venues (we can put you in touch!)
- Quirky ideas to bring Prospect Fringe to life!

Please contact **Justin Sheining – Senior Community Events Coordinator**
admin@prospect.sa.gov.au

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ARTIST EXPRESSION OF INTEREST

ARTIST DETAILS

Contact Name	
Email	
Address	
Phone number	
Website	
Facebook Page	
Facebook Event	
Instagram Page	

EVENT SUMMARY

Please describe your event/show including synopsis, target audience and content warnings.

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PROPOSED EVENT DETAILS

DATE	EVENT NAME	BUMP IN	DOORS OPEN	EVENT TIMES	BUMP OUT

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EVENT REQUIREMENTS

Preferred venue		
Proposed seating arrangement (set-up/pack up by hirer)		
Maximum event capacity (please note capacities of venues listed on pages 3-5)		
Number of hours for venue hire (Please ensure bump-in/out included)		
Other Services (optional) - Eliza Hall only	\$50/hr - Sound Technician (3hr min, please include bump-in/out, sound check and show)	Hours
	\$50/hr – Lighting Technician (3hr min, please include bump-in/out, pre-show lighting program and show)	Hours
If you require sound and/or lighting technicians for your show please supply your stage plot, technical specification or script with cues by attaching to this EOI.		
Proposed Ticket Prices		
Do you intend to serve alcohol at the event/show?		
Other requirements		

PUBLIC LIABILITY INSURANCE

Please attach a copy of your insurance with this EOI.

Insurer	Policy Number	Amount Insured (\$)

VENUE REQUIREMENTS

EQUIPMENT	A limited selection of equipment (chairs, trestles, round tables, bar tables) are available onsite and can be included in the hiring (subject to availability). Equipment needs to be set up and packed up by the hirer. We ask hirers to make sure enough time is included in their hiring to allow for set up/pack up of the venue.
ELIZA HALL – STAGING &	Please note that a stage and sound/lighting equipment are only available in Eliza Hall. If you wish to install any other equipment/infrastructure in a



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TECHNICIANS	different venue, please discuss your plans with our friendly staff prior to booking.
ELIZA HALL - SOUND & LIGHTING TECHNICIANS	<p>If you require a sound or lighting technician, Council will liaise with you prior regarding your requirements. Please note the following as a general guide:</p> <ul style="list-style-type: none"> - Larger shows require sound/lighting technicians to be present for set-up 2 hours before doors open and up to 2 hours after show completion - Medium-sized shows require sound/lighting technicians to be present for set-up 1.5 hours before doors open and up to 1.5 hours after show completion - Smaller shows require sound/lighting technician to be present for set-up 1 hour before doors open and 1 hour after show completion
GREEN ROOM - IRISH HARP ROOMS	If you are nominating Eliza Hall as your preferred venue, please note there is no official green room. It is highly recommended that you also express interest in Irish Harp Rooms (adjacent to Eliza Hall) to use as your Green Room before, during and after the show.
BAR & LIQUOR LICENSING	Bar facilities are available in Eliza Hall. Anyone wishing to use the bar facilities will need to provide their own stock and glassware and apply for their own limited liquor licence. Revenues generated at the bar will be received exclusively by the hirer. Bar staff are to be provided by the hirer.
BOX OFFICE	City of Prospect does not work on split box office arrangements. The entirety of the revenues will be received entirely by the hirer.
FRONT OF HOUSE	Front of house staff are to be provided by the hirer to check tickets on entry.
STORAGE	We do not have any storage facility onsite. On-the-day storage could be arranged by hiring another venue space (if available). Please discuss your plans with our friendly staff prior to booking.
SECURITY	Security will not be arranged by City of Prospect for your event. You are welcome to provide your own security staff or may be required if it is a condition of your liquor licence. Please note that Payinthi may be hosting several events on the same day. If deemed necessary, we may impose the presence of security onsite, in which case you will not be charged for the service.
CLEANING	It is expected that the venue will be left clean and tidy at the conclusion of the hire, and in a suitable condition for immediate use at all times. Indoor venues require the hirer to conduct general sweeping, litter-picking and wiping surfaces. The hirer must remove all rubbish from the venue or use the bins supplied. Venues should be re-set by the hirer to their original condition.
ENVIRONMENT & SUSTAINABILITY	Please be aware of South Australia's ban on single-use plastic with drinking straws, stirrers and cutlery. Council has also adopted a 100% compostable (not biodegradable) approach to all crockery/cutlery and drinkware used in all our halls and parks along with a no balloon policy in our efforts to reduce

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	landfill.
PUBLIC LIABILITY INSURANCE	All hirers of City of Prospect venues must hold their own Public Liability Insurance to the value of \$20M. A copy of this must be provided to the City of Prospect with your EOI submission.

CONDITIONS OF HIRE

- Venues on Hold** - Venues will not be placed on hold by request. Submission of this EOI does not guarantee a booking of your event. Your EOI will be reviewed and a City of Prospect representative will be in touch to discuss further.
- Payment** – Any booking and payment must be finalised via our online [booking system](#), using the discount code provided, before 3 November 2023. Please remember your venue cannot be booked until confirmation is provided by City of Prospect regarding your venue, dates and times.
- Cancellation** - Cancellation of events due to unforeseeable circumstances will be reimbursed in full to the hirer. All fees will be forfeited by the hirer in case of cancellation by the hirer. Special circumstances may be considered at City of Prospect's sole discretion.
- Induction** – Induction of the venue is compulsory and will be arranged with the hirer prior to the date of the (first) event.
- Subletting** – Subletting or sharing of the venue is not permitted.
- Rating and Content Warning** – City of Prospect does not curate the work of any event prior to the festival. However, it is a condition of hire that the artist indicates any rating or content warning to City of Prospect prior to joining Prospect Fringe. Additional conditions may apply, such as compulsory security presence. City of Prospect reserves the right to cancel the hiring of its spaces to any event who would fail to comply.
- Cleaning** – Free post event cleaning is only available for indoor venues and will be subject to availability of cleaners and allocated to events at the discretion of City of Prospect. Post-event cleaning of indoor venues includes mopping, cleaning of toilets and removing garbage. The venue must be kept clean by the hirers which includes sweeping, litter-picking and wiping surfaces.
- Terms and Conditions** – By hiring a City of Prospect venue, you agree to the Venue Terms and Conditions, as outlined on our online booking system, Space to Co.
- Public Liability Insurance** – All hirers of City of Prospect venues must hold their own Public Liability Insurance to the value of \$20M. A copy of this must be provided to the City of Prospect with your EOI submission.