

International Dublin Gay Theatre Festival

CRITERIA FOR PARTICIPATION 2024

May 6th to 19th 2024

Welcome to the 21st International Dublin Gay Theatre Festival, the world's biggest annual LGBTQ+ theatre festival! This document should tell you all you need to know. Please read all of it.

In order to submit your proposal to the Festival you must sign this document, to show that you understand and accept your responsibilities in becoming a participant. If offered a place in the programme, this document is your contract.

These criteria explain what we do and what we expect of you, so please read them carefully.

ABOUT US

The International Dublin Gay Theatre Festival CLG is an innovative artistic company which presents a programme designed to encourage new writing about LGBTQ+ identities for the theatre, to build new audiences, create performance opportunities, and attain high artistic and entertainment standards.

It is open to stage productions of all forms of theatre. We welcome Irish theatre and productions from all over the world. We encourage and showcase new works, new ideas, historical works, feminism, gender, identity and masculinity, new voices and those that are silenced in their own countries. Thanks to a small group of dedicated professionals who volunteer their services, Dublin is a safe home for you and this inclusive art-form.

THE PROCESS

Thank you for considering our Festival. Spread the word that we are open to artists and audience alike, who celebrate the LGBTQ+ identity in theatre, from the first Monday in May (Bank Holiday) for two weeks of great theatre. We read all submissions and select a great diverse programme of LGBTQ+ theatre. There is no submission fee. We do not produce your play.

PARTICIPATION

The International Dublin Gay Theatre Festival CLG is an innovative artistic LGBTQ+ inclusive themed theatre Festival. It is open to productions of all forms of theatre. Works by LGBTQ+ inclusive authors, that have an LGBTQ+ inclusive character, theme or relevance, or that focus on issues of interest like feminism, masculinity or gender identity are particularly welcome.

THEATRE IN PARTNERSHIP

Production companies who wish to contribute to this dynamic in a co-operative, innovative and enthusiastic manner are very welcome. IDGTF is not a 'promoter', we work in partnership with companies (as a 'co-producer') to ensure that high theatrical standards are attained, strong attendances achieved, good theatre is produced, in a safe, warm and welcoming, networking, artistic and social experience to be enjoyed by all participants, volunteers and audience alike.

The Festival promotes works by LGBTQ+ inclusive authors or works that have an LGBTQ+ inclusive character, theme or relevance, such as feminism, masculinity or gender identity. We prioritise new work by Irish, Irish resident or international writers of any age, gender identity or sexual orientation. We do

not produce your play.

WHAT ARE WE LOOKING FOR?

We are particularly interested in the following production proposals:

Productions of new and original LGBTQ+ inclusive themed theatre works from Irish and international writers;

Productions of classic or existing plays in the LGBTQ+ repertoire (proof of license to perform essential);
Minority topics/subjects/characters, not previously seen in the Festival or a new explorations of relevant themes beyond traditional theatrical presentation formats;

Short (up to 30 minutes to appear in a combined programme with other short plays) One acts, 50-75 minutes duration max, and full-length plays;

All productions must be performed in English and/or by prior agreement with us only, provide their own simultaneous language translation. Foreign language plays can find it more difficult to get an audience. Productions share a venue with nightly performances at 7.30pm and 9.00pm. Matinees are on Bank Holiday Monday and both Saturdays at 2.30pm and 4.00pm

KEY DIARY DATES:

- All Submissions Deadline – December 1st 2023.
- Shortlisting alerts may be given to you to ensure you are well funded in order to confirm your acceptance of a place in the programme. If you are shortlisted and not financed, you must inform us of that before a final offer is confirmed.
- Programme offers will be confirmed on or before January 31st 2024.
- You must confirm your acceptance of a place in the programme by February 14th 2024. There is a waiting list and in the event of no confirmation by that date, we will offer your place elsewhere.
- Any cancellations after March 1st will be liable for the full cost of the theatre rental, so get your preparations in place when you apply and have them confirmed, the moment you are shortlisted.
- Overseas companies: flight/booking confirmation by February 28th required.
- Promotional Material, Banking Information and Travel Documents to be submitted by February 28th.
- Confirm your bank account details (or Revolut) on or before February 28th 2024.
- Technical Questionnaires to be completed by March 11th 2024, (Get-ins every Sunday, Get-outs every Saturday night following the final performance or by arrangement with the Team).
- Week 1: Bank Holiday May 6th to Saturday May 11th 2024 (Get-in Sunday 5th)
- Week 2: Monday May 13th to Saturday May 18th 2024 (Get-In Sunday 12th)
- Matinees on Monday May 6th and Saturdays May 11th (week 1) and Saturday 18th (week 2) only.
- GALA Concert and Awards: Sunday May 19th 2024 – all are encouraged to stay and showcase a snippet of their play in this celebration event.

FESTIVAL PRODUCTIONS:

The Festival is curated, therefore our Artistic Director assigns the successful production its performance dates/times plus the number of performances, to a venue. The Festival agrees to actively promote the venue and the production, we arrange box office facilities, and provide a range of other supports to the company as detailed below.

Once you confirm your acceptance, you are in the programme. If a further vacancy arises, you may benefit from a further offer of a bigger venue or additional performances. In all matters the Artistic Director's decision is final and your cooperation is appreciated.

The net Box Office revenue, (note that all references to Box Office refer to net Box Office Receipts) which remains the property of the Festival until this agreement is fulfilled, will be divided as follows:-

70/30% in favour of the company. This is subject to the production company's fulfilment of this agreement, in a satisfactory manner.

Failure to fulfil your agreed performance/duration commitments, results in the company that signed the contract, being 100% liable for venue rental, marketing and any other costs arising to the festival, as a result of your confirmation of appearance and failure to honour that commitment. Remember you have been selected ahead of other companies wanting to be part of this unique celebration of LGBT+ inclusive theatre.

The final day for notifying the Festival of your withdrawal at no cost to the company, should an emergency arise, is February 14th each year.

THE 'NEGATIVES':

We don't like to dwell on these but...What happens if you fail to deliver a quality piece of theatre as agreed?

We work hard to produce the Festival and we take you at your word and expect you to honour it.

If you have problems along the way, let us know ASAP as we might have a solution for you! Let's work together. We are good at solving problems if we know what they are!

Please be aware that you will have been selected from a number of submissions. If you delay or renege on your submission, you deny other theatre companies the opportunity of performing in Dublin. This also impacts on the companies already chosen as venues and dates etc may have to be changed for them to accommodate your replacement.

None of us are involved in theatre to deny opportunities to others, we are here to create them! Be very clear of your intent/ability to participate before you apply and begin preparations to be in a position to accept any offer made immediately.

If you need to fundraise prior to an offer being made – contact us for an update on your submission in January. If you cancel your production after the deadlines have passed, you are, by submitting your proposal, accepting full liability for the theatre rental incurred and marketing and promotional costs. Think seriously about your commitment before you apply, as we are serious about our commitment to you!

What happens if you don't deliver the agreed project to a satisfactory standard? We value and respect our audiences and have worked hard for our good reputation. In the event of you failing to honour your participation, e.g. if the company fails to fulfil its performance schedule in full to the proper standard, the Festival retains 100% of all box office revenue until appropriate action is decided by the Artistic Director.

The Festival may e.g. decide to refund this money or part of it to the disappointed audience. Equally, if you fail to deliver on the agreed duration of the work, pro-rata deductions will be made in favour of the audience or your partner plays. The Artistic Director's decision in these matters is final.

MUCH BETTER NEWS: BOX OFFICE DEAL:

We treat all companies equally – there are no 'special arrangements' for any one company – we share what we have with all of you - equally. Hence, we publish this document online for all to see.

Once you complete your performances satisfactorily, the IDGTF agrees to pay the 'theatre rental' in full out of its own resources and at no cost to you.

The Festival does not hire productions or performers or commission any. All net box office revenue will be split on a grant basis of 70-30% basis between the Festival and the Production Company(s) in favour of the production company.

In the 'Theatre Shorts' programmes (designed for a combination of plays up to 30 minutes duration), the production companies divide will be on a pro-rata basis as decided by the Artistic Director of IDGTF in advance of your final contract.

All box office accounts will be agreed on your final performance night (Saturday) and settled by electronic bank transfer, within 1-2 weeks of the date of the final performance, where complete and accurate bank details have been provided (see Tickets and Box Office below).

Your participation indemnifies the Festival from responsibility for any other costs, licences or risks relating to your production. You will secure and pay all licence/royalty charges, accommodation, insurance, transport or taxation or any other liabilities incurred by the production company.

GALA CONCERT & AWARDS

We are not a competitive event, but we do like to reward excellence. It is great to celebrate what we all do well! Participation in the Festival also includes an Invitation to companies (who are remaining in Dublin) to present a 4 minute (max.) piece from their festival production at our closing Gala. This is the highlight of the Festival and takes place on the final Sunday evening of the Festival (i.e. May 19th 2024).

The Artistic Director will agree to the selection with each company. International companies appearing in the first week of the Festival are invited to appear but are not obliged to do so. Contributions going beyond 4 minutes will be cut short on stage as it is disrespectful to other performers and to the production of this important event. The proceeds of the Gala Night are entirely the property of the IDGTF. Companies and crews are our guests at this event.

INDEPENDENT PRODUCTIONS:

This is very rarely used. It is possible that you can have your own venue and production plan and still be associated with the Festival programme as an equal participant. If so, you can participate as an independent production, responsible for all your own costs and usually this suits companies who also may wish to choose a venue or extend their run beyond the festival duration. These (very rare) independent productions are a valued part of the Festival and promoted on a par with Festival Productions.

The Festival agrees the production and dates/times, plus the number of performances and agrees to promote the venue and the production, arrange box office facilities, and provides a range of supports to the company.

The Box Office is strictly through the Festival only and net Box Office revenue remains the property of the Festival until the agreements are fulfilled. Independent Productions must make their own arrangements with the venue which must include the facilitation of the presence of Festival Staff, announcements, and the full operation of the festival criteria and promotional material.

The Festival will ensure that the Festival Ticket Office, the venue and/or Festival personnel will provide Box Office staff.

Under the Independent Production scheme, the production company takes full responsibility for the theatre rental (and any extended run) and the Festival receives 15% of all net Box Office receipts for the duration of the festival's run only, to cover the services mentioned above.

All box office accounts will be settled within one week of the date of the final festival performance. The Independent Production can make its own arrangements to extend its production run beyond the Festival dates and all claims by the Festival cease the day after the Festival concludes each year. All services provide by the Festival cease on that day too including box-office unless agreed in advance, and transaction costs covered.

The Festival is willing to include 'extended runs' in its promotional material upon request; however, arrangements for extended runs are entirely the remit of the production company. The Festival accepts no responsibility for any other costs, royalty, insurance or taxation liabilities incurred by the Independent Production Company.

RIGHTS AND SCRIPTS:

All Productions must reflect the Festival criteria for inclusion.

All scripts must be submitted to the Artistic Director in English, for approval in advance of acceptance into the official programme.

You must secure the rights of the piece in advance.

Only agreed scripts are permitted to be performed.

We respect writers and their work. Any alterations to the play or production must be notified in advance to the Artistic Director, who retains the right to amend/rescind the offer of a place in the Festival, if such alterations in his/her view affect the integrity or the quality of the play.

Permissions to alter any script must be secured from the rights owners and the Festival must be indemnified from any action arising from same. Companies should only submit works that they have secured the performance rights to produce at the Festival. The securing of a Licence or Performance Rights to perform each script and royalty payment remains the sole responsibility of the production company, who in turn indemnifies the Festival, from any royalty payment obligation.

Companies must accompany such proof in their initial submission or with the letter of agreement.

Please note that ALL productions must be vetted by the Artistic Director before they can be included in the 2024 Festival Programme. The Artistic Director's decision on the programme content is final and s/he retains the right to revoke an invitation or to remove a play from the programme at any stage, if the production presented does not adequately reflect the standard and content of the play/performance agreed, subject to the Festival having its outgoings refunded, by the production company.

All performances must be in English unless a specific agreement for translation is made with the Artistic Director at the time of the offer of a place. LGBT+ theatre is niche and to sell it in a foreign language may significantly impact on your own economic outcome from your participation in the Festival. Surtitle costs and delivery are the sole responsibility of the company.

THE DEAL! TICKETS and BOX OFFICE:

The Festival sets the ticket price for each venue and it is usually 15 euros per ticket, 13 euro concessions, afternoon Matinees are priced at 10 euro (prices include a 1 euro Booking Fee). Monies

from Venue tickets (25 euros for two plays) 5 and 10 play 'packages' block bookings and Season Tickets (reductions for multi attendance) will be divided accordingly amongst all participating production companies.

Special offers and venue packages may also be sold at a reduced rate. Companies must comply with the Festival's ticket pricing, box office and booking arrangements. In the event of slow sales, the Festival will do additional special offers/competitions etc on seat prices to boost attendance. The Artistic Director's decision is final in relation to guest tickets, special offers and the distribution of box office receipts for performances involving more than one company. We may review ticket prices upwards for 2024.

GUEST/COMPS:

If space allows, we also invite participating companies (and our volunteers) in for free to other performances, subject to seat availability. The issuing of any complimentary tickets for your own play, maximum 2 per Production Company per performance, is subject to the agreement of the Festival's Artistic Director and must be booked one week in advance and jointly accounted for at the box office. Any additional complimentary admissions are at the discretion of the Artistic Director. We prioritise media, sponsors and reviewers.

No daily updates will be given to companies as a full print-out of the entire box office for each production is included in the final settlement between the Festival and the Production Company. Special marketing initiatives, including the issuing of complimentary tickets, to promote weaker selling productions, will be undertaken at the discretion of the Festival.

ACCOMMODATION & TRAVEL

By making a submission to the Festival, you agree and accept the terms outlined in this document. On acceptance of your offer of a place in the programme, the Production Company must provide IDGTF with proof of travel for all cast and crew by February 28th 2024. Failure to do so will automatically rescind the invitation to participate in the Festival and your place will be offered to those on the waiting list.

Please consult with us on our range of the best airlines and travel and accommodation websites available. www.aerlingus.com and www.ryanair.com have regular sales. Dublin can prove difficult to find reasonably priced accommodation especially in Dublin 1 or 2 close to venues. Ask us and we will advise of any deals we may know about.

You might try www.staycity.ie for apartments or the Generator Hostel, Abbey Court Hostel or Airbnb. Accommodation booking/payment remains the responsibility of the Production Company. Please enquire with us before booking any accommodation in order to be as close to your theatre as possible and to ensure your safety and good value.

MARKETING AND PUBLICITY

You must promote your play. You need posters and flyers, excellent photographs, high res images and graphics to make an impact by the end of March. There are up to 20+ other companies competing with you for attention.

The Festival's marketing team produces a festival brochure and we need your information and graphics by the end of February to sell your show. There is no point in sending us posters the weekend before the Festival opens.

We endeavour to promote all Festival Productions to the best of their ability, in a fair and equitable fashion, using every opportunity and method available to them. This strategy complements your own promotional work.

- Research Irish companies or groups that may be interested in your play's subject matter and reach out to them.
- Set up a Facebook events page and prepare your own online promotional material for social media for use prior to and during your week of performance.
- Get your posters up early in our LGBT+ commercial premises by April 7th. Send max 30 copies of posters to the Festival.
- The Festival will supply you with a booking strapline or banner for your posters and flyers.
- Friend the Artistic Director on Facebook and he will include you in the 'Companies 2024' group where all key information is shared.
- Follow us on Twitter, Facebook, Instagram, Tik Tok, and sign up for our newsletter.
- Reach out to companies sharing your space and cross promote on social media and flyers.
- We need your promotional material by February 28th.

GET THE WORD OUT!

Promotional activities and brochure details are seriously curtailed due to the late arrival or absence of PR material from some production companies.

Great care must be taken to provide these high quality materials on time and all materials related to the production MUST include the IDGTF logo prominently. IDGTF will advise you also how to maximise the use of photographs and artwork.

You must produce your own posters and we will have negotiated favourable rates available for printing and distribution (please contact sales@piscesprint.ie for more).

The Festival will supply you with a ticket booking strapline which must be included on all your material.

Every Production Company MUST ENSURE that all relevant details of cast and crew, including biographies, plot synopsis, company logos, production photos plus head and shoulders photos of main cast members, correct contact details, website and/or e-mail addresses, together with any other requested materials, are supplied in full to the Festival's PR Director and marketing / publicity personnel by the agreed deadlines (No later than the 28th of February 2024) and that they can be used by the Festival as appropriate.

The Artistic Director retains the right to amend play synopses in order to more positively promote the production and to place it in the context of the diverse programme being presented.

All published material involving the use of either the Festival Logo or Festival Name, must be agreed with the Festival PR team prior to any publication.

PROMOTE EVERY DAY!

Be active by email and online from the Festival Official launch date but only when the online booking opens. There is no point in promoting when people can not book a ticket. We try to open online booking by April.

When in Dublin for the Festival, get your Cast on the Street (in costume) and talking to people in the Festival Clubs: Be visible. Companies are requested not to agree to patronise other establishments, as a form of sponsorship, during the run of the Festival.

You are expected to undertake your own promotional activities during the Festival including responsible street marketing that complies with Dublin City Council regulations. www.dublincity.ie.

You are also encouraged to make direct contact with the limited media and related groups who may be interested in the subject matter of your production.

The Festival (pr@gaytheatre.ie) will assist you in these efforts. If you sell your show, people will attend. If you do not – then you may be disappointed with your audience numbers. We endeavour to get every play reviewed at least once.

FESTIVAL CLUB: We go to a different LGBTQ+ venue (free admission) every night, so that we all get to network. Talk to the people there to promote your play in their venue – it works!

PUBLIC ANNOUNCEMENT:

The first public announcement of the Festival Programme is the exclusive prerogative and responsibility of the International Dublin Gay Theatre Festival. No advance media announcements of participation in the Festival are permitted without the approval of the Artistic Director.

Under no circumstances may the International Dublin Gay Theatre Festival be used in any way publicly as an endorsement of a production, unless it is an 'official production' selected for inclusion in the Festival Programme.

Any future productions, CVs, biographies and reviews may also credit the International Dublin Gay Theatre Festival where relevant. Press and Media Production Companies are obliged to place their work in the context of the Festival, in all media and promotional activities.

Companies are encouraged to source their own publicity in the context outlined above, including promotional opportunities and reviews. A limited number of press tickets are available through the PR director. We try to ensure every play is reviewed and posted on our daily Facebook page.

Companies should cooperate with other shows in their venues and explore shared marketing opportunities – double faced flyers etc.

FESTIVAL EVENTS: Companies are invited and encouraged to attend and participate in all festival promotional events, fundraisers and to make themselves available to the Festival PRO for media interviews/photo opportunities as and when they arise.

Always keep us posted about your own media plans. The networking of companies and their audience has huge potential to benefit attendance at other programmed events and is an opportunity to share resources, audiences and contacts between companies and the Festival personnel.

Companies are required to encourage casts and audiences to only attend the Festival Clubs during the duration of the Festival.

Companies are also encouraged to explore opportunities of networking with participants with a view to arranging tours and visiting productions to their own cities and countries.

SPONSORSHIP: Companies must advise the Festival in advance of any approaches being made to sponsors, especially those in Ireland. This firstly is to avoid duplication, as the Festival itself actively seeks sponsorship and uses this revenue to provide a range of services to the participating companies including free venue-hire and marketing.

Secondly, it is essential in order to facilitate whatever promotional arrangements are agreed between companies and their sponsors. Festival sponsors will take priority in all publicity and product placements.

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

The Festival will endeavour to facilitate company's sponsors at all times, including placing supporting logos on the respective page in the festival brochure, tickets, press reviews etc, subject to prior notification and agreement.

Sponsorship or naming rights for awards can be discussed with the Artistic Director.

PRODUCTION SCHEDULES:

Performance schedule and locations are as set out in the programme offer and by agreement with the Artistic Director, whose aim is to present the maximum and most diverse range of theatrical performances over the fortnight.

Companies must bear in mind the need for immediate agreement of the terms and conditions. As the programme is carefully balanced, your offer gives you first choice as to times, dates and venue, over the ambitions of many other applicants. For every one successful submission in the programme there are up to 6 unsuccessful applications.

Any delay in fulfilling your obligations not only incurs needless expense for the Festival, but seriously disappoints other companies waiting for a place in the programme.

TECHNICAL INFORMATION:

The Festival may offer visiting companies a range of free technical supports. These are subject to availability. Our technical volunteers are professionals, but the technical quality of each production remains the responsibility of the production company. If you need support, please contact our technical team as soon as possible.

At times we can offer assistance with sound and lights, sets, props and costumes but these are all limited and may involve a cost to the production company. All offers, including a completed technical request/information sheet must be completed and returned to the Technical Team at tech@gaytheatre.ie. See the form at the end of this booklet.

SHARED FACILITIES:

IDGTF is committed to producing an accessible and diverse programme of inclusive gay relevant theatre as possible. The number of performances may therefore be limited or the production may become part of a series of performances in the same venue.

There will be at least two productions to be facilitated in the same venue each day. Companies are expected to cooperate and respect the other companies they are sharing performance nights, shared lighting rigs, technical rehearsals, get-ins, get-outs, properties or facilities.

IDGTF will put you in touch with the other company sharing your facility - this sharing arrangement allows IDGTF to provide the range of services it does to you, free of charge. You will also meet them in the Companies Facebook group.

TECHNICAL ASSISTANCE.

You need to arrive in Dublin on the Saturday before your show opens. All technical rehearsals are on each Sunday. Each Production Company is entirely responsible for its own technical production and for its orderly 'get-in' and 'get-out' by our arrangement with the venue and by agreement with the Festival Technical team. Do not engage with the venue directly.

Please furnish us with your full technical specification and the name of your technical manager as soon as possible.

It may not be possible to accede to all requests.

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

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

Companies must guarantee quick venue 'turn arounds' between shows – maximum 15 minutes. You may not engage with your audience in the venue after your performance, please move outside to allow the next show rig/set-up.

DURATION: All shows must run on time and for the duration agreed. Shows that go over the agreed time will be penalised at the box office, as it prevents the other show going up on time or our audience transferring to another venue on time. Affected companies will be recompensed out of the offending company's box-office, at the sole discretion of the Artistic Director. Shows that go under time will have their funds deducted and ticket prices reduced.

RESPECT YOUR VENUE AND OUR CREW

Please respect our voluntary crew as they assist you. Failure to 'get in or out' on time and to leave the venue in good order will result in a 10% reduction of the production company's share of the box office returns.

Failure to comply with this will result in the company being billed for any additional services/damage the Festival experiences during 'get in' and 'get out' times. All 'get-outs' must be completed immediately after the final performance, when the venue is required to be restored to the order in which it was handed over to the company.

It is your responsibility to take due care and attention in regards to the venue's health and safety requirements. You must ensure that there is no risk whatsoever to our audience, the venue, our volunteers, your cast and crew.

WE CAN HELP!

Visiting companies can enquire of IDGTF to source props, equipment and professional technical crew - payments will be the sole responsibility of the production company.

Each company is fully responsible for the compliance with all fire safety (including fire proofing) and welfare requirements of the venue.

CHILD SAFETY

Each production company who works with performers aged under 18 must comply with the child safety requirements as set out by the Irish Arts Council www.artscouncil.ie. Children must be chaperoned at all times and properly cared for.

The protection of children whether on stage or in the audience is of utmost concern, and companies are obliged to comply with the highest child safety standards. We must be informed if there are any children under 18 in your company and be satisfied by the chaperone facility you provide and ensure for their well being. At all times, their well-being is your responsibility.

If the production is suitable for under 18s, please indicate the appropriate age group and include that in your promotional materials.

FRONT OF HOUSE:

The Festival will have a presence Front of House at each venue. Festival staff, in conjunction with the Production Company, will ensure that the production begins on time, and that advance promotional announcements are made. Each performance must be preceded by relevant safety requirements and a short advertisement about the International Dublin Gay Theatre Festival and its current programme of events.

Companies are expected to cooperate with Festival personnel's instructions at all times. You must inform Front of House if actors are to be pre-set on stage.

Venues must be opened at least ten minutes before curtain up. Festival staff will liaise directly with the venue for Festival Productions only.

INSURANCE and RISK:

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

Your participation in the Festival is a confirmation of your valid liability and insurance cover. Proof of such cover is required to be available prior to performance. Uninsured productions will not be allowed to perform.

Keep the venues clean, risk free and safe. Mind your belongings! Health and Safety, plus the well-being of audience, cast, company, children, Festival personnel and property are of the utmost priority. Companies must conduct themselves and their productions in a safe and responsible manner, respecting and implementing all bye-laws of the local authority (www.dublincity.ie), Gardai (Police), fire and the venue management.

Accessibility is also a priority and the facilitation or provision of special requirements for people with disabilities by participating companies, including sign language - ISL is encouraged.

COVID POLICY:

We will take every precaution to keep cast, crew and audience safe based on Irish Government guidelines. If there is an outbreak (confirmed by antigen or PCR test or both) then the remaining performances will be cancelled unless there is a Covid-compliant alternative plan.

Please notify the Artistic Director in any of these circumstances immediately. Please refer to Irish Government Health guidelines here: <https://www2.hse.ie/conditions/covid19/> Please see travel guidance for travel to Ireland here: <https://www.dfa.ie/travel/travel-advice/coronavirus/generalcovid-19-travel-advisory/>

IDGTF CLG has no liability for any losses or expenses, directly or indirectly, due to Covid-19 or any accident or injury. We strongly advise that participant companies consider obtaining medical insurance. IDGTF will be fully compliant with government Covid obligations.

HAZARD:

The Festival reserves the right to stop any performance or refuse to allow a performance to begin, in the event of identifying any potential hazard to audience or personnel. Companies must identify at least four weeks in advance of the first performance and notify the Festival of any potential risk in the production (including on-stage smoking, fire proofing, strobe lighting etc) and avoid all potential hazards, note and keep clear all fire exits, adhere to the venue's fire, health and safety regulations and not endanger the audience, cast, crew or Festival in any way. All public buildings in Ireland are smoke-free zones.

RESOURCES

The aim of the International Dublin Gay Theatre Festival is to ensure a positive theatrical experience for both production companies and audiences. The Festival, in partnership with its production companies, is committed to producing performances of the highest artistic standard.

No Festival personnel are remunerated and make an incredible contribution to facilitate 'gay theatre' and your own production. This generous and vital contribution should be respected at all times. In return, everyone should be allowed to enjoy their experience at IDGTF. Enjoy yourself!

Audience response forms are distributed at the end of each performance and collated into individual

and overall data. As IDGTF is not competitively driven, a very few 'awards' are presented for excellence on the Gala night including awards for an aspect of production, new writing, best ensemble, individual performances, an outstanding contribution to Irish theatre, identity theatre, volunteer and intercultural dialogue as adjudicated by the Artistic Director or his/her nominee.

These 'rewards' are designed to add to the sense of celebration created by the presence of this unique event in Dublin.

BANK PAYMENTS:

Payments will be made by electronic money transfer into your company account. Please supply us with all your banking details by filling out the 'Company Bank Details Form for Electronic Transfers' form at the end of this document. Companies may also consider Revolut transfers.

FINALLY:

The Festival has limited, finite resources. Resources are primarily allocated for the benefit of the participating companies. All reasonable advance requests for assistance will be facilitated subject to available resources.

We are your partners and support. However, the presentation standards of each production remain the responsibility of each production company.

The Festival looks forward to combining its resources with those of your production company in a spirit of cooperation and respect.

We will be very pleased to welcome you to the International Dublin Gay Theatre Festival in May 2024.

Please sign this document in the space below as your agreement with our terms and conditions above. If offered a place in the Festival, this document becomes your contract.

ACCEPTANCE

I _____ confirm on behalf of (*production company name*)

_____ that I have read and accepted the above conditions and agree to these terms if my/our submission is successful and included in Festival 2024.

Signed: _____

For and on behalf of Production Company:

Date: / / 20 _____

Please PRINT name and company clearly

Signed _____

For and on behalf of International Dublin Gay Theatre Festival CLG.

Please sign, scan and return to: info@gaytheatre.ie OR Sign and send by registered post to: Brian Merriman, Artistic Director, 179 South Circular Road, Dublin, D08NP6K, Ireland.