

HOW TO REGISTER YOUR VENUE FOR BRIGHTON FRINGE 2026

A COMPREHENSIVE GUIDE TO WALK YOU THROUGH THE STEPS OF REGISTERING YOUR VENUE

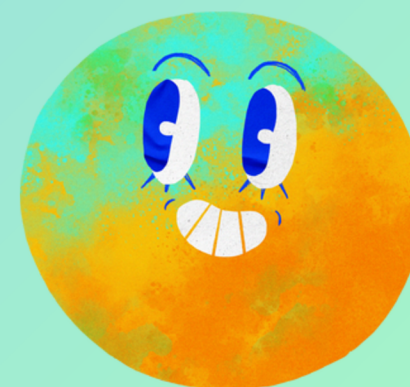
Brighton Fringe will take place
1 - 31 MAY 2026



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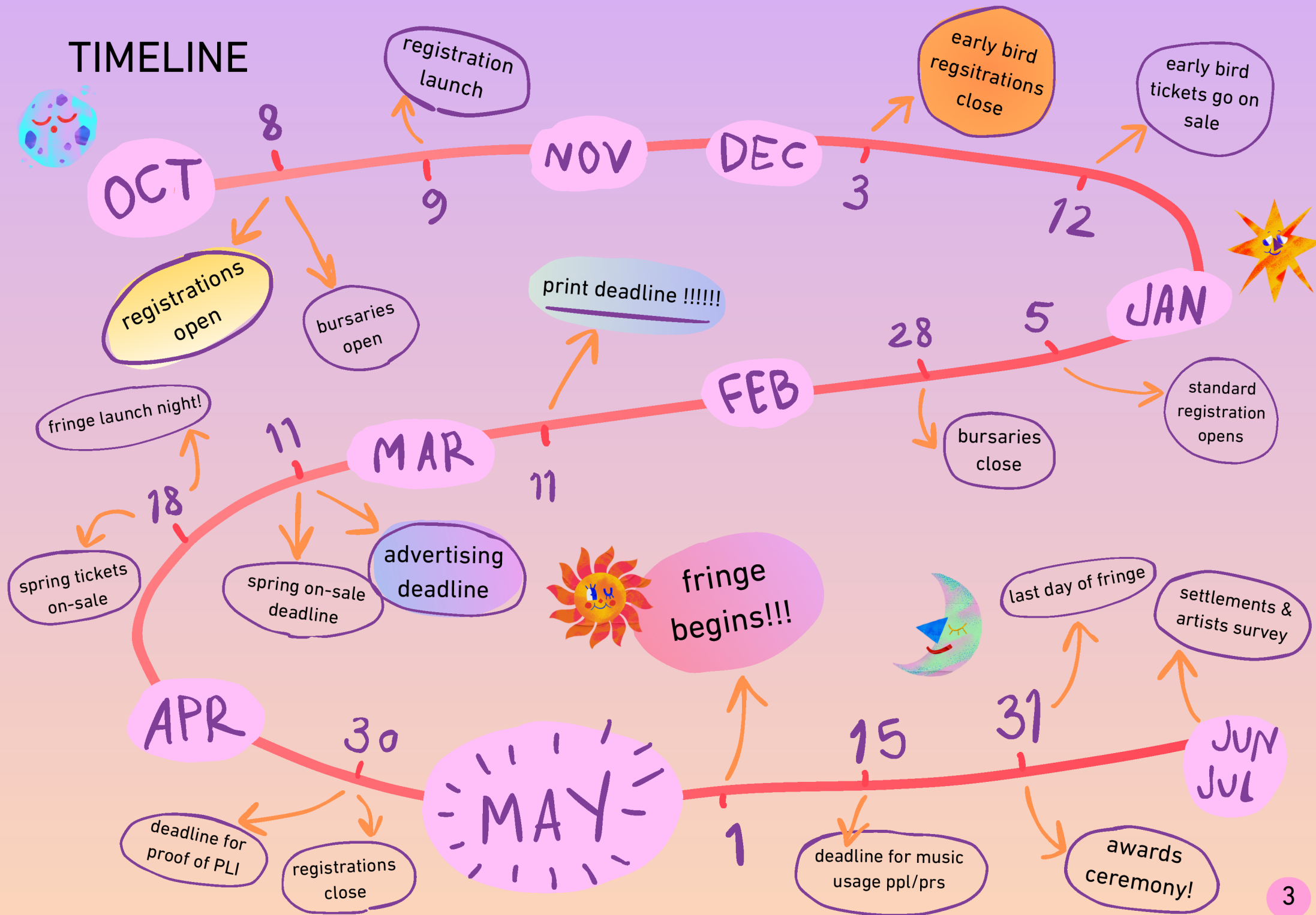


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For LOADS of extra help, visit the [Eventotron Knowledge Base](#)

TIMELINE

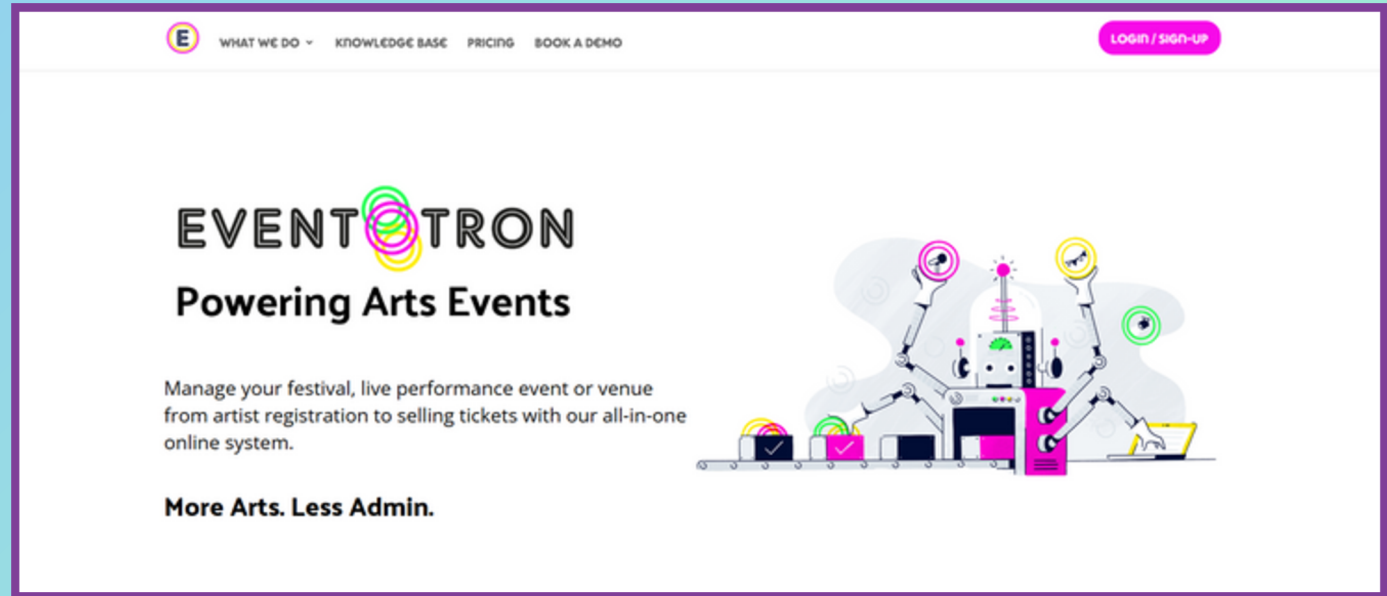


SIGNING UP TO EVENTOTRON

Firstly, you will need to sign up to the online events and box office system Eventotron*

Click on the pink 'LOGIN/SIGN UP' button in the top right corner of the home page.

LOGIN / SIGN-UP



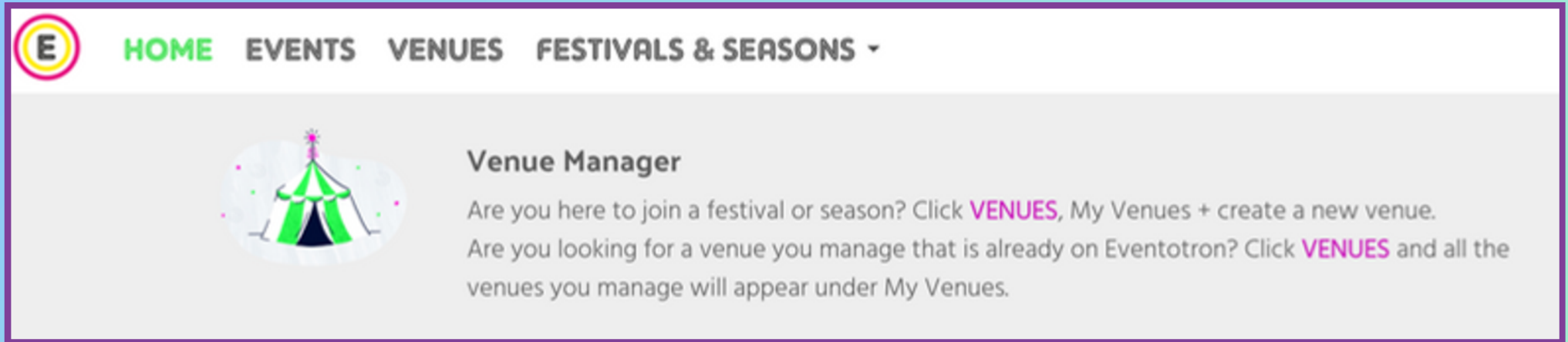
Here you will have the option to register as a new user, or log in as an existing user. Fill in your details, saving your password to your browser for a speedy log-in process.

If you have taken part in Brighton Fringe before, you can log in with existing details and view your events from past Fringes.

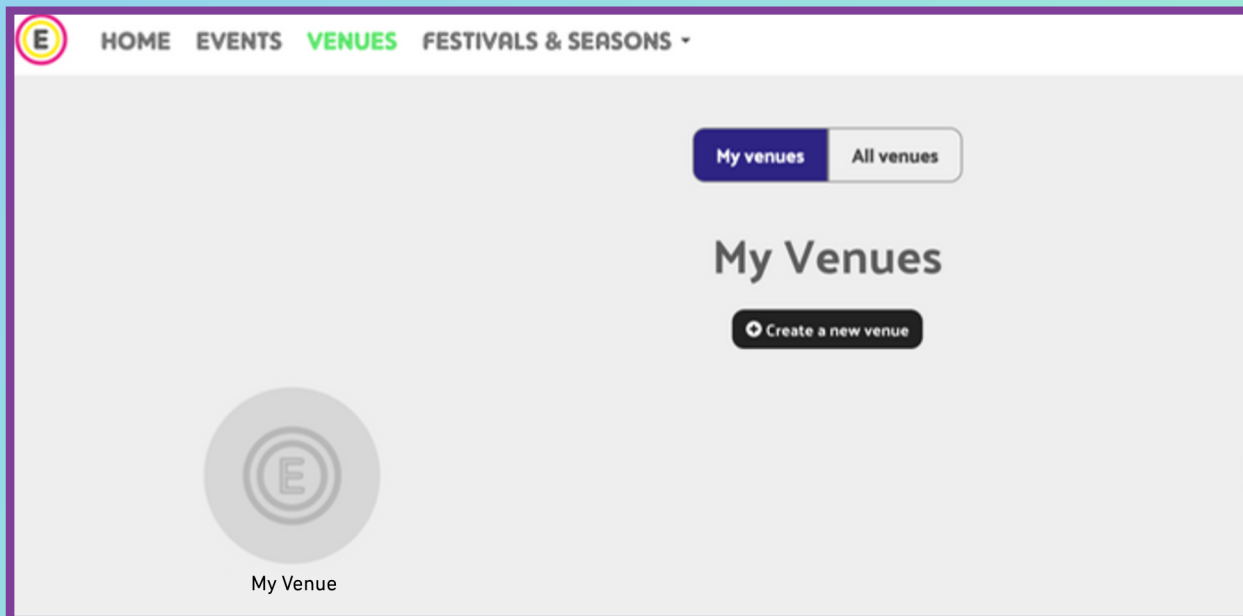
*Eventotron is an external third party platform, which Brighton Fringe uses to facilitate the Fringe box office and events systems. Eventotron is not owned or operated by Brighton Fringe.

The screenshot shows the Eventotron login and registration interface. It features the 'EVENTOTRON' logo at the top. Below the logo are two main sections: 'Existing Users' and 'New Users'. The 'Existing Users' section has a text input for 'testing@email.com', a password field with masked characters, a 'Sign in' button, and a link for 'Forgotten or missing password?'. The 'New Users' section has a text input for 'testing@email.com', a password field with masked characters, a 'Register' button, and a note: 'By registering, you are agreeing to our terms and conditions and privacy policy.' At the bottom, there is a link: 'Problems signing in? Please email help@eventotron.com'.

SIGNING UP TO EVENTOTRON



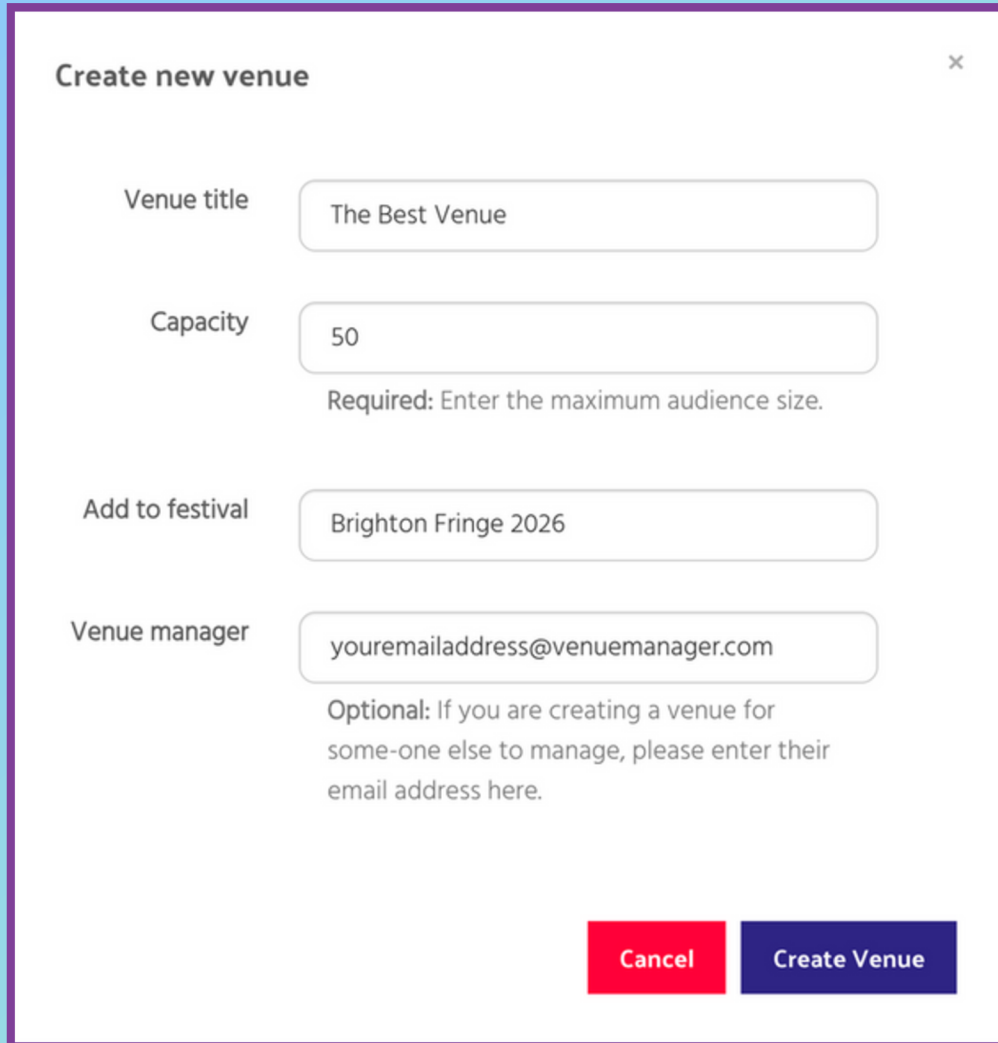
You'll be greeted with a landing page that gives you more information to point you in the right direction. If you need to find an existing venue of yours - click VENUES.



As a Venue Manager you will need to follow the prompt to 'My Venues', and + Create a new venue.



SIGNING UP TO EVENTOTRON



The screenshot shows a 'Create new venue' pop-up window with a close button (X) in the top right corner. It contains four input fields: 'Venue title' with the text 'The Best Venue', 'Capacity' with the text '50', 'Add to festival' with the text 'Brighton Fringe 2026', and 'Venue manager' with the text 'youremailaddress@venuemanager.com'. Below the 'Venue manager' field is a note: 'Optional: If you are creating a venue for some-one else to manage, please enter their email address here.' At the bottom right are two buttons: a red 'Cancel' button and a dark blue 'Create Venue' button.

Create new venue

Venue title

Capacity
Required: Enter the maximum audience size.

Add to festival

Venue manager
Optional: If you are creating a venue for some-one else to manage, please enter their email address here.

A pop up will appear for you to fill in your new venue details. Add the name of your venue, your maximum capacity of your audience. If seating can be arranged to make capacity smaller this can be added as a note later.

Add to festival - search 'Brighton Fringe 2026'. We will have to approve your venue after you've added yourself, pending you've answered all the necessary questions.

Add the main email address for contact preferences. Now - Create Venue.

LINKING YOUR VENUE

Ensure on the top bar next to 'Venue Details' tab, you have an additional tab that says 'Brighton Fringe 2026'. If you have not yet joined, click the tab '+ Join a festival' and search 'Brighton Fringe 2026'.

The image displays two screenshots of a web interface for linking a venue to Brighton Fringe 2026.

Left Screenshot: Shows the top navigation bar with 'HOME', 'EVENTS', 'VENUES' (highlighted), and 'FESTIVALS & SEASONS'. Below the bar, the title 'Venue: The Best Venue' is displayed. A sidebar menu on the left includes 'Venue Details' (selected), '+ Join a festival', 'General', 'Extra Photos', 'Type of Space', and 'Facilities'. The main content area shows the 'General' tab with a 'Venue Category' dropdown set to 'Standard'.

Right Screenshot: A zoomed-in view of the top section. It shows the title 'Venue: The Best Venue' and a row of tabs: 'Venue Details' (selected), 'Brighton Fringe 2026' (with a festival logo), and 'Join a festival' (with a 'no entry' sign). Below the tabs, the 'General' tab is active, showing a 'Venue Category' dropdown set to 'Standard'.

Until you have filled in all required questions, you may not be able to join Brighton Fringe 2026. The tab will have a 'no entry' sign. Fill in all the sections, and you'll then be able to join.

 Join a festival

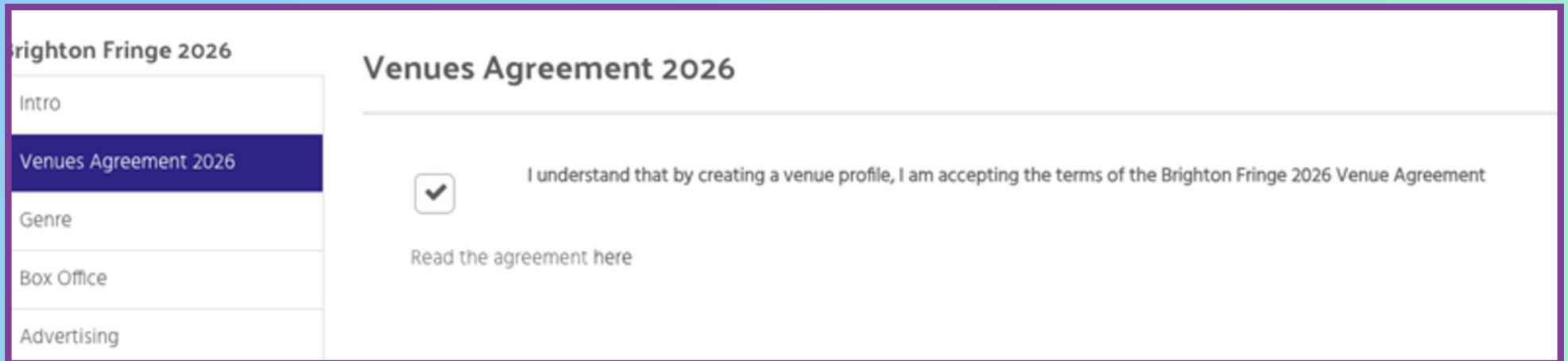
INTRO

The screenshot shows a web interface for Brighton Fringe 2026. On the left is a sidebar menu titled 'The Best Venue' and 'Brighton Fringe 2026'. The menu items are: Intro (highlighted), Venues Agreement 2026, Genre, Box Office, Advertising, Additional Facilities Details, Audience & Marketing, Insurance and Risk Assessment, Office Use (with a warning icon), Settings, Events, Timeline, Events in Conversation, Ticket Sales, and Front of House Team. The main content area features a large purple banner with the text 'BRIGHTON FRINGE.' in white, stylized font. Below the banner are two tabs: 'Introduction' (active) and 'Updates'. The 'Introduction' tab contains the following text: 'Welcome to your Brighton Fringe 2026 registration! If you'd like to find out more information on taking part in Brighton Fringe we recommend checking out the venue manager area of the Brighton Fringe website, it's packed with pages of useful articles and resources. We don't often have Venue Managers meetings, but are happy to come and visit you - especially if you're a new venue! Send us an email to enquire about setting up a meeting. To stay up-to-date with all Fringe news, deadlines, opportunities and more, you have been automatically added to our venue manager's mailing list, if you would prefer to not receive these mail-outs, you can unsubscribe at the bottom of the newsletter email or get in touch to ask us to opt you out. GET CONNECTED Brighton Fringe Venues and Artists Networking Group - Facebook Follow Brighton Fringe Instagram Check Out our YouTube page (loads of resources on how to Fringe) If you're having any trouble completing your registration, please don't hesitate to contact the Artist & Venue Services by emailing takepart@brightonfringe.org or calling 01273 764 907.

Welcome to your registration form! Be sure to read all the information in the introduction which explains where to find more resources, staying up to date and how to connect to our socials. Our contact details are also listed here. Some links aren't so obvious, so hover around on highlighted information to click the links such as our 'Get Connected' socials.

You'll see on the left hand side the name of your venue and which festival you're connected to. There may seem like a lot of tabs but most of them are tick boxes! All this information is crucial for your prospective performers and really helps them to understand your venue before enquiring via the venue browser.

VENUE MANAGERS' AGREEMENT



The screenshot shows a web form titled "Brighton Fringe 2026" on the left sidebar and "Venues Agreement 2026" in the main header. The sidebar contains links: "Intro", "Venues Agreement 2026" (highlighted in dark blue), "Genre", "Box Office", and "Advertising". The main content area has a checkbox with a checkmark inside, followed by the text "I understand that by creating a venue profile, I am accepting the terms of the Brighton Fringe 2026 Venue Agreement". Below this is a link that says "Read the agreement here".

You MUST read the updated Venue Manager's agreement, and once you are happy with and understand all the information - tick to confirm you have read it and agree. This is also useful to refer back to when creating contracts or giving information to your artists. If we believe any of our agreements are breached on both Artists and Venues sides, we will refer you to these documents as they are the standards we hold all of our participants to.

GENRE

Genre

What Genre is your venue most suited for?

Cabaret & Variety

Children & Young People

Circus Dance & Physical Theatre

Comedy

Events & Films

Exhibitions

Literature & Spoken Word

Music & Nightlife

Theatre

Tours

Workshops

Please select the genres your venue is most suited to hosting (3 maximum). This won't prevent other events from applying to your venue, but will grant artists a better idea of what your space is best used for.

In the Genre tab, you can select up to 3 categories for the genre that your venue suits best, This will help prospective artists consider whether your venue is suitable and prepared for their show. This is to make the process more efficient and help artists refrain from messaging a small bar with a low ceiling for their aerial circus performance. As we mention, it won't stop artists messaging you, but we have now added a feature where artists can only apply to a maximum of 5 venues at once - to stop them mass-messaging every single venue.

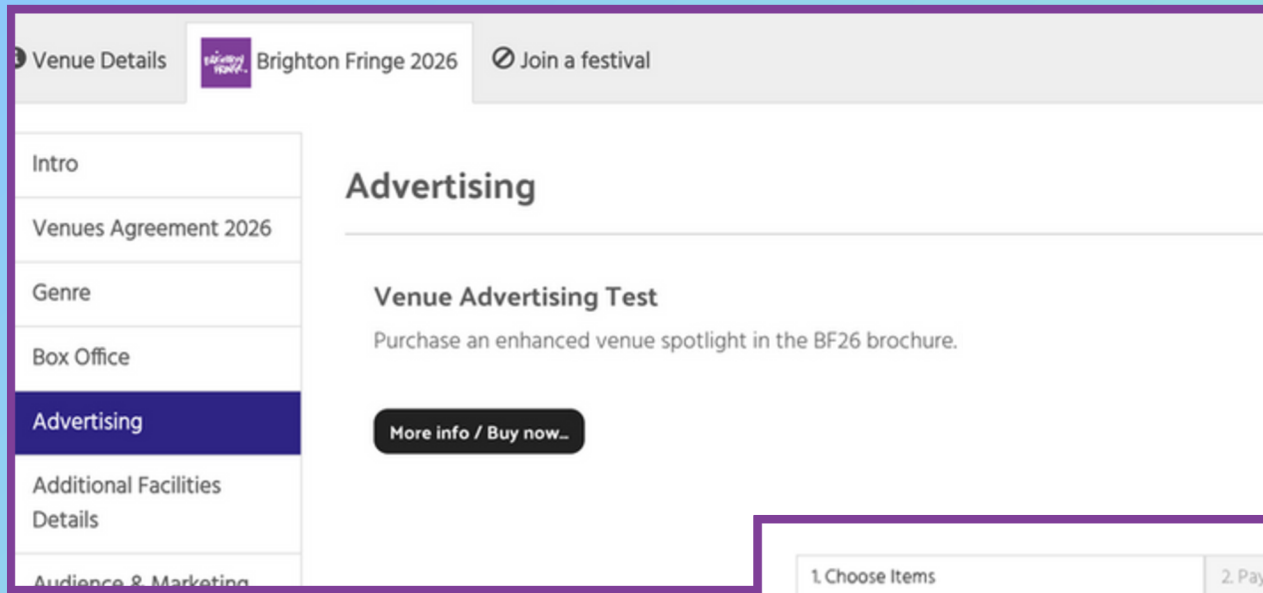
BOX OFFICE

The screenshot shows a web form titled "The Best Venue" for "Brighton Fringe 2026". On the left is a sidebar menu with links: Intro, Venues Agreement 2026, Genre, Box Office (highlighted), Advertising, Additional Facilities Details, Audience & Marketing, Insurance and Risk Assessment, Office Use (with a warning icon), Settings, Events, and Timeline. The main content area is titled "Box Office" and contains the following sections:

- Does your venue have its own Box Office?** with radio buttons for YES and NO.
- Default ticket allocation %** with a dropdown menu currently showing "Please Choose". Below this is explanatory text: "The percentage of tickets made available for the festival box office to sell on your behalf. This fixed allocation will be applied to all events taking place at your venue. Brighton Fringe takes a commission of 6.5%+VAT on all tickets sold through the Fringe box office. The minimum required is 30%."
- Box Office contact email** with a text input field. Below the field is the instruction: "If your box office has a separate email address please enter this here."

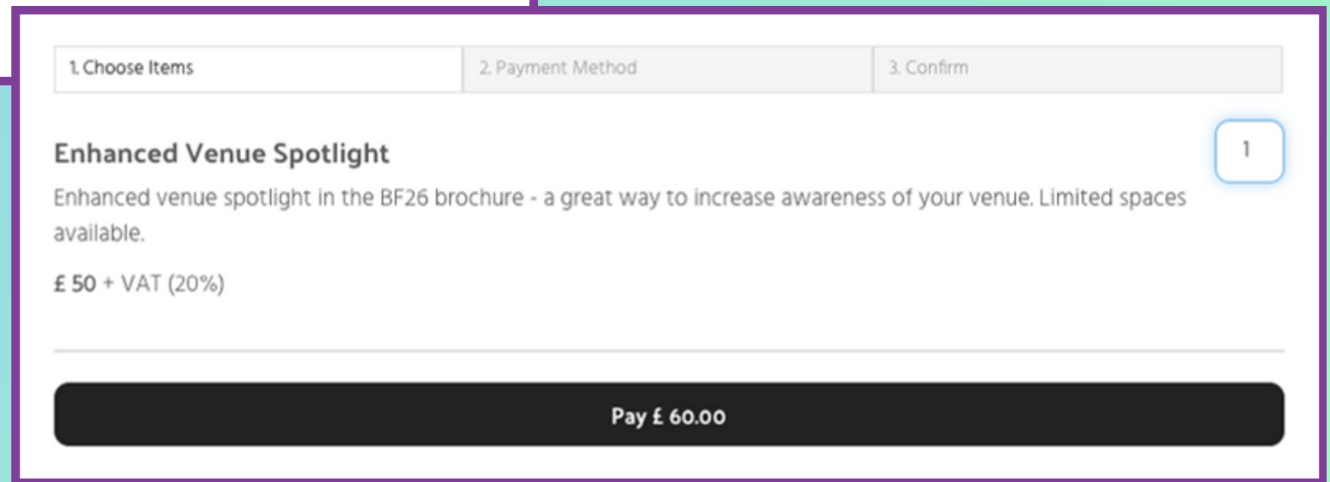
If your venue runs its own Box Office, you can absolutely sell a proportion of the tickets if this is suitable to you. Brighton Fringe requires a minimum of 30% ticket allocation, but this can be increased proportionately depending on sales, and we can sell anywhere up to the maximum of 100% allocation. As stated, we take a small commission amount of 6.5% + VAT (7.8% total) from ticket sales. Our Box Office system also adds a £1.00 additional booking fee. Full information for the Box Office can be found on pages 22 - 25 of the Venue Manager's Information Pack.

ADVERTISING



Take a look in the 'Advertising' tab for what's on offer to book through Eventotron. This is a new feature for this year making it easy for our venue managers to quickly purchase a 'Venue Spotlight' for the 2026 brochure.

This is a fantastic and cost effective way to highlight your venue and gain more traffic from printed media. The brochure will be a 20,000 run - so not even 1p per brochure to advertise your venue!



Additional advertising opportunities such as quarter, half, and full page adverts in the brochure will be available, as well as lamppost banners, heras fencing, correx boards and posters. Check the Venue Managers' newsletters when we send them out for more info on advertising.

ADDITIONAL FACILITIES DETAILS

Additional Facilities Details

Please provide details about your dressing room facilities:

E.g. how many people is the dressing room suitable for? Are mirrors provided? Is there a lock on the door?

Please provide details about your storage facilities:

E.g. can props be left in a secure space? If the artist is doing a run of shows, can sets be left in place? Can costumes/props be left securely overnight?

Please provide details about your rehearsal facilities:

E.g. Do artists get a tech rehearsal at your venue? Is there a possibility of using a rehearsal space outside of the performance slot?

Please provide details about your get in and get out time:

E.g. how long do companies generally get for a get-in?

Very self explanatory - if you have the information for this section please fill it in. Rehearsal spaces can be difficult to come by, so if you're able to provide any space for your performers (or anyone else) this will definitely be an added bonus. Some events may require it, so may be more likely to choose your venue if you do have rehearsal space.

Additionally, some performers will just bring themselves and may not need a dressing room or a get-in or get-out - but for those events that need it - this is really important info.

AUDIENCE & MARKETING

This section is crucial to understanding who can attend your venue and when.

Is your venue limited only to those over 18?

YES NO

This information will allow events to see if their show is age appropriate for your venue. E.g. Your venue may not allow those under 18, so would not be suitable for children's shows.

Providing this information will also deter under 18's from purchasing tickets for your events.

Do you allow people of a particular age to attend your venue at certain times?

under 18s are permitted before 6pm, and after 6pm all under 18s must leave the venue - this is a strict policy

If there is any more information about the age limits of those able to attend your venue, please give as much information as possible here.

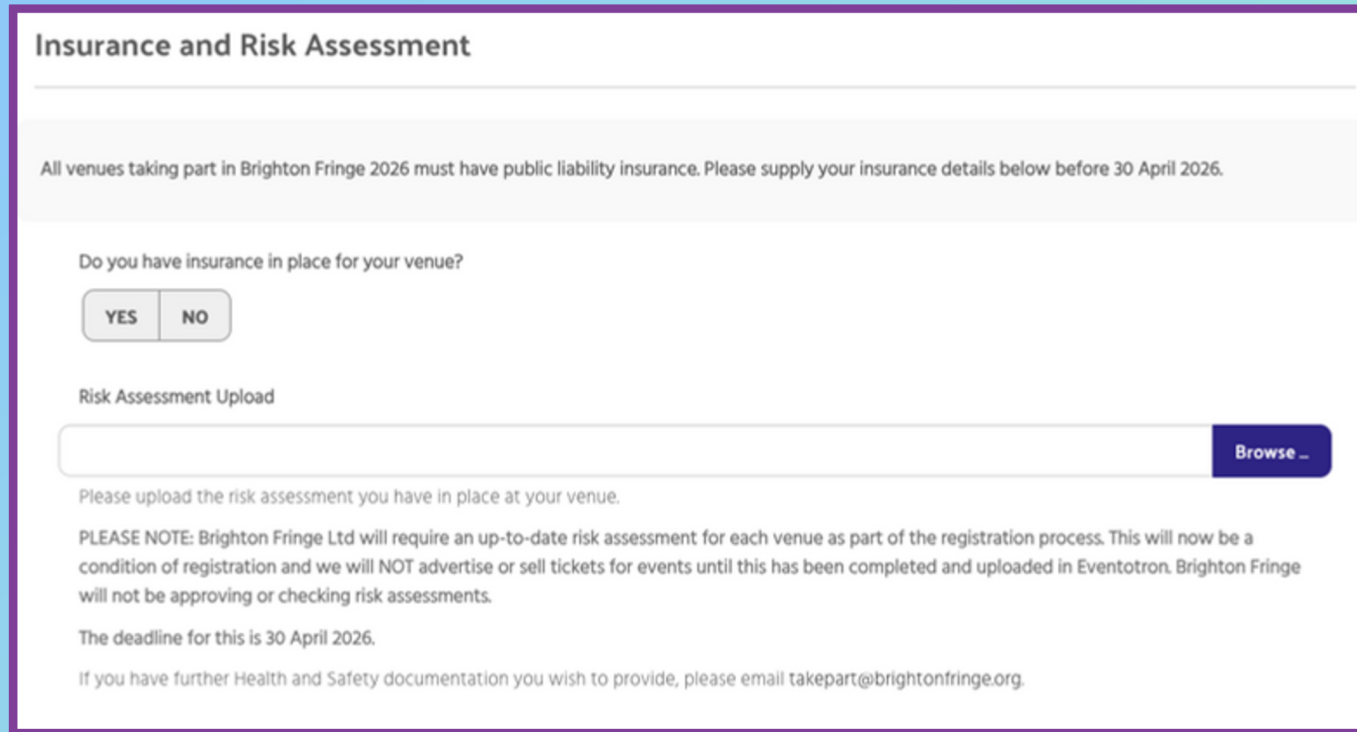
e.g. Your venue may have a license that stipulates that those under a certain age aren't allowed into your venue after a particular time.

It is very important that we get this information so only age appropriate shows are put on at the right times. Failure to provide the correct and up to date information can result in ticketholders being turned away from events at your venue and refunds being issued.

Ensure you put exactly the right information, making it clear and thorough so audience members have all the details about who can come to shows. If the information is wrong on your profile, performers could also list the wrong information and allow anyone to buy a ticket. The last thing we want is people getting turned away and asking for refunds (which comes directly from the performer!).

Continue through the questions regarding marketing and your audience, so potential performers get a good understanding of the most suitable audience for their show.

INSURANCE & RISK ASSESSMENT



Insurance and Risk Assessment

All venues taking part in Brighton Fringe 2026 must have public liability insurance. Please supply your insurance details below before 30 April 2026.

Do you have insurance in place for your venue?

Risk Assessment Upload

Please upload the risk assessment you have in place at your venue.

PLEASE NOTE: Brighton Fringe Ltd will require an up-to-date risk assessment for each venue as part of the registration process. This will now be a condition of registration and we will NOT advertise or sell tickets for events until this has been completed and uploaded in Eventotron. Brighton Fringe will not be approving or checking risk assessments.

The deadline for this is 30 April 2026.

If you have further Health and Safety documentation you wish to provide, please email takepart@brightonfringe.org.

It may seem obvious, but this is a really important and essential step! You're likely to already have some kind of insurance in place if you're a year-round venue, but PLI and other insurances can all differ depending on the events held at your venue.

Public Liability Insurance covers any fees associated with damage to your venue, or if there are any injuries - this will cover the associated fees. Deadline for proof of PLI and Risk Assessment is the day before Fringe begins, **30 April 2026**.

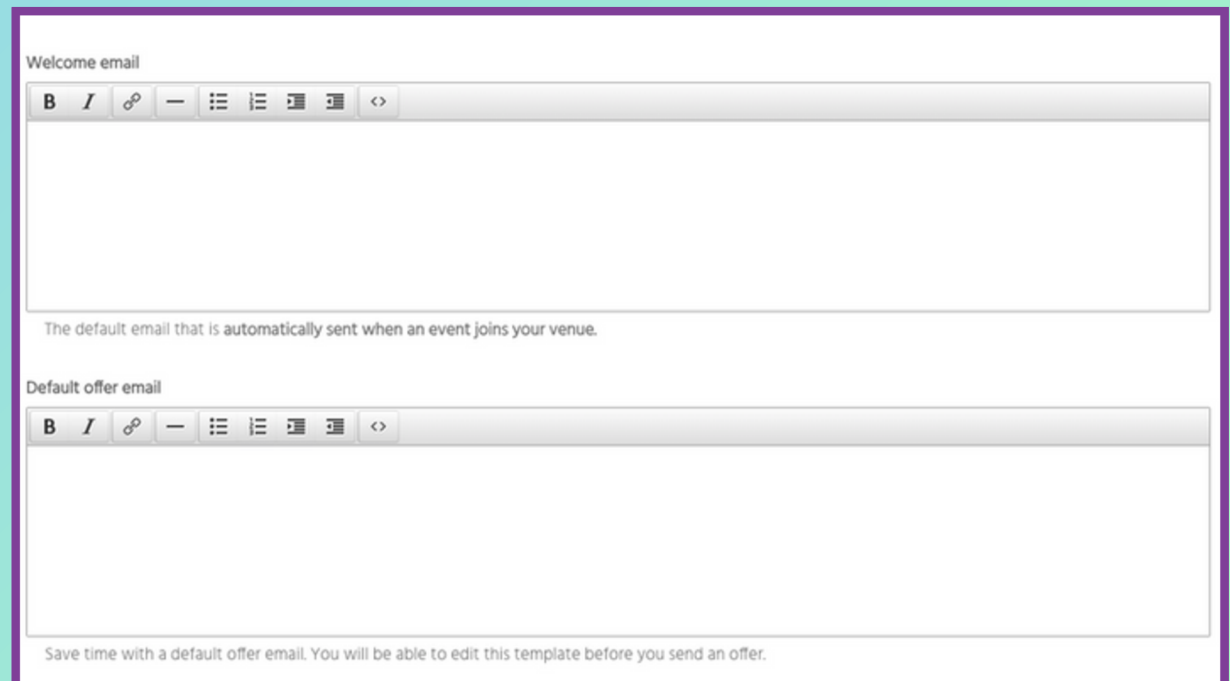
For more information regarding the various kinds of insurance needed for your venue, check pages 16 - 20 in the Venue Managers' Pack.

SETTINGS



It's a good idea to set up a default automatic email for when an event joins your venue. Joining can only be done when both the event and venue 'confirm interest'.

Your settings tab gives you various options for locked and unlocked settings regarding how events apply to your venue. We recommend keeping the settings exactly as they are and not tinkering with anything. Events definitely need to be reviewed before being accepted, and performers will need to have the options to edit their own events.



EVENTS


Brighton Fringe 2026

- Intro
- Venues Agreement 2026
- Genre
- Box Office
- Advertising
- Additional Facilities Details
- Audience & Marketing
- Insurance and Risk Assessment
- Office Use
- Settings
 - Events
- Timeline


Events at your venue

Once an event has been joined to the venue, it will appear here.


Filter events



COOL SHOW



Laura & Sarah in the house



Website Test Event

EVENTS is exactly that! Any events you have connected with on Eventotron (more details on page 'Connecting to an Event') will appear in this tab.

Once the Event has FINALISED and paid, the event will have a green tick and everything is confirmed!

Settings

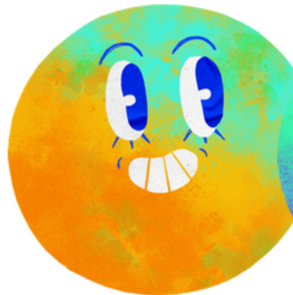
Events

Timeline

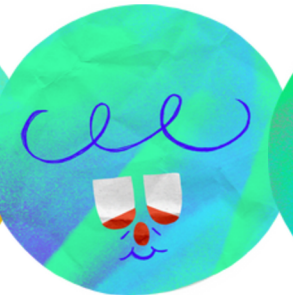
Events in Conversation

Ticket Sales

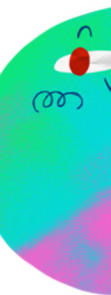
Front of House Team




SHOW 1




SHOW 2



SHOW 3



82%
SHOW 4



90%
SHOW 5

You'll see how far along a show is with a thumbnail of their completion percentage of their Eventotron form. This is nothing you need to worry about for the most part, but it's a good indication to see if an event is continuing with their registration.

EVENT TIMELINE

You may have your own method of keeping track of your bookings, but the TIMELINE within your Eventotron registration form is a very hand tool to have an overview of all your events. Once an event has finalised, they will appear on your schedule.

The screenshot shows the 'Brighton Fringe 2026' event timeline interface. On the left is a sidebar with navigation links: Intro, Venues Agreement 2026, Genre, Box Office, Advertising, Additional Facilities Details, Audience & Marketing, Insurance and Risk Assessment, Office Use (with a warning icon), Settings, Events, and Timeline (which is highlighted). The main area features a header with 'Add Performances / Sessions', 'Start:' (11:00), and 'Length:' (9 hours). Below this is a grid with days of the week (Fri 1 May to Sat 9 May) as rows and time slots (11:00 to 19:00) as columns. Several events are booked, represented by colored blocks: a stack of five purple blocks labeled 'Website Test Event' on Fri 1 May from 17:00-18:00; a cyan block labeled 'COOL SHOW' on Fri 1 May from 18:00-19:00; a cyan block labeled 'COOL SHOW' on Wed 6 May from 17:00-18:00; and a cyan block labeled 'Laura & Sarah in the House' on Sat 9 May from 17:00-18:00.

	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00
Fri 1 May								Website Test Event Website Test Event Website Test Event Website Test Event Website Test Event COOL SHOW	
Sat 2 May									
Sun 3 May									
Mon 4 May									
Tue 5 May									
Wed 6 May								COOL SHOW	
Thu 7 May									
Fri 8 May									
Sat 9 May								Laura & Sarah in the House	

You'll be able to see if there are accidental overlaps and where you have gaps. The artist's events on their registration forms have a 'Dates, Times & Prices' section which, when filled out and finalised, will pull through to the corresponding venue. So, if an event hasn't listed the times of their show on their own form AND finalised their registration - you, the venue manager, won't see it on your timeline.

EVENT TIMELINE

This is an EVENT registration form. As you can see they have FINALISED their event.

They are also connected to 'The Best Venue' (they can't finalise without being connected to an venue so in order to finalise they will have had to complete this step first).

They have listed the dates and times they are performing their show at their venue.

The screenshot shows the Brighton Fringe event registration interface. On the left is a sidebar with a 'Venue Finder' section containing a list of steps from 'Step 1: About my event & company' to 'Step 11: Letters of Invitation'. A red arrow points from the text 'connected to 'The Best Venue'' to the 'The Best Venue' header in the sidebar. Another red arrow points from the text 'they can't finalise without being connected to an venue' to the 'Venue Finder' section. The main content area is titled 'The Best Venue - Dates, Times and Prices'. It features a 'FINALISED' status bar at the top. Below this is a table listing event dates and times. Red circles highlight the times '11:00 am' and '12:00 pm' in the first two rows. A red arrow points from the text 'They have listed the dates and times they are performing their show at their venue.' to the table. The table has columns for Date, Time, Length, Price, and Concession. The first row is for 'Fri 1st May' at '11:00 am' for '1hr' at 'Free' price. The second row is for 'Wed 6th May' at '12:00 pm' for '1hr' at 'Free' price. The third row is for 'Thu 7th May' at '12:00 pm' for '1hr' at 'Free' price. The fourth row is for 'Fri 8th May' at '11:00 am' for '1hr' at 'Free' price. Each row includes 'Performance Tags' and 'Tickets Sold' information.

Date	Time	Length	Price	Concession
Fri 1st May	11:00 am	1hr	Free	
Wed 6th May	12:00 pm	1hr	Free	
Thu 7th May	12:00 pm	1hr	Free	
Fri 8th May	11:00 am	1hr	Free	

Take a look on the next page to see how what appears in this event registration form corresponds to the venue timeline.

EVENT TIMELINE

The event has finalised, listed their show at The Best Venue, and added in their dates and times.

This automatically pulls through so will highlight any clashes. If an event cancels, they will automatically be removed from your timeline.

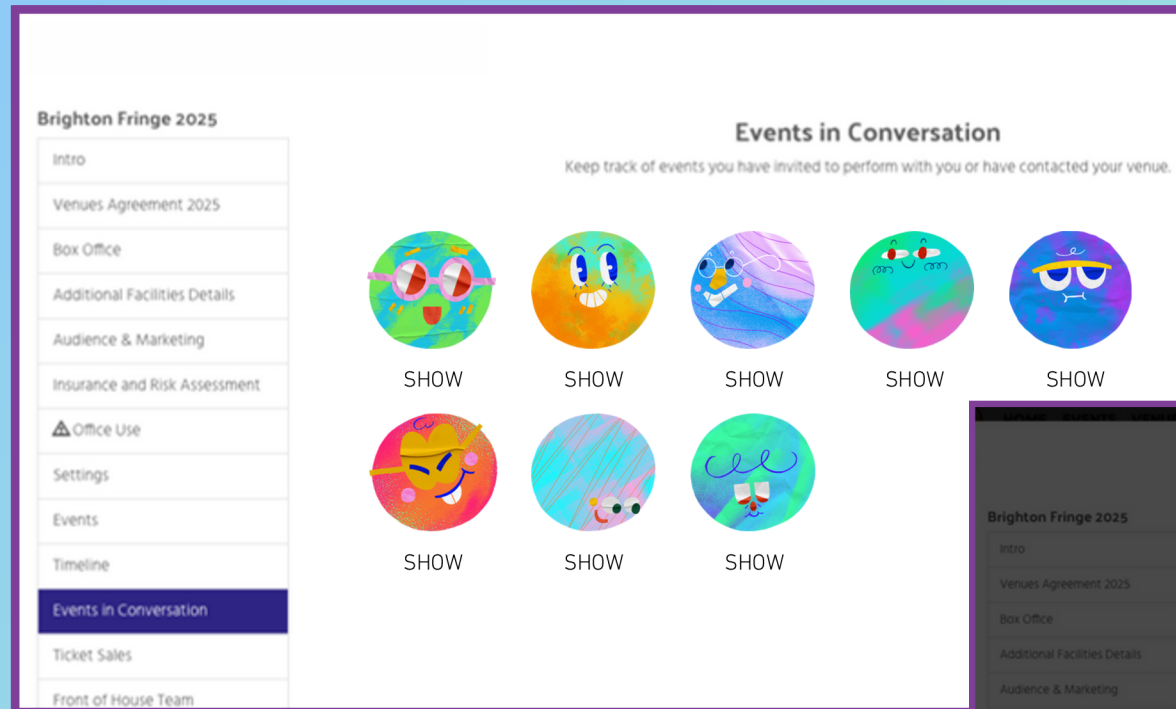
You may have two shows performing at the same time in different spaces, but for clarity we would definitely recommend creating different venue profiles for different spaces.

You can save or print this timeline too for your records.

		11:00	12:00	13:00	14:00	15:00
Venues Agreement 2026		✓ COOL SHOW				
Genre	Fri 1 May					
Box Office	Sat 2 May					
Advertising	Sun 3 May					
Additional Facilities Details	Mon 4 May					
Audience & Marketing	Tue 5 May					
Insurance and Risk Assessment	Wed 6 May		✓ COOL SHOW			
⚠ Office Use	Thu 7 May		✓ COOL SHOW			
Settings	Fri 8 May	✓ COOL SHOW				
Events	Sat 9 May					
Timeline	Sun 10 May					
Events in Conversation	Mon 11 May					
Ticket Sales	Tue 12 May	✓ COOL SHOW		✓ COOL SHOW		
Front of House Team						

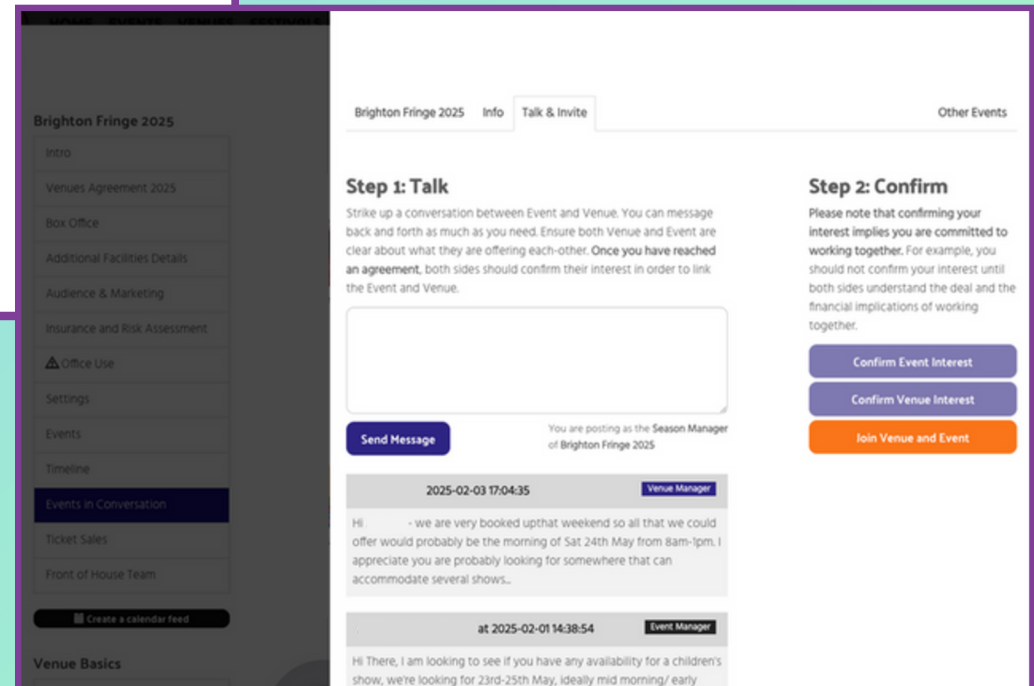
EVENTS IN CONVERSATION

You can see all the events that have messaged you via Eventotron and go back to past conversations before an event has confirmed at your venue.



Click on the show thumbnail to chat to them. If you have a message from a show you'll see them in this tab.

Artists will be enquiring about the space and asking for availability. Keeping the chat contained to Eventotron will allow Brighton Fringe to see any messages in case of discrepancies.



CONNECTING TO AN EVENT

The screenshot shows a web interface for connecting to an event. At the top, there are two tabs: 'Venue Profile' and 'Enquire'. The 'Enquire' tab is selected. Below the tabs, there are two main sections: 'Step 1: Talk' and 'Step 2: Confirm'. 'Step 1: Talk' includes a text box for messaging and a 'Send Message' button. 'Step 2: Confirm' includes two buttons: 'Confirm Event Interest' and 'Confirm Venue Interest'. A red arrow points to the 'Confirm Venue Interest' button. At the bottom right, there is a note: 'You are posting as the Season Manager of Brighton Fringe 2026'.

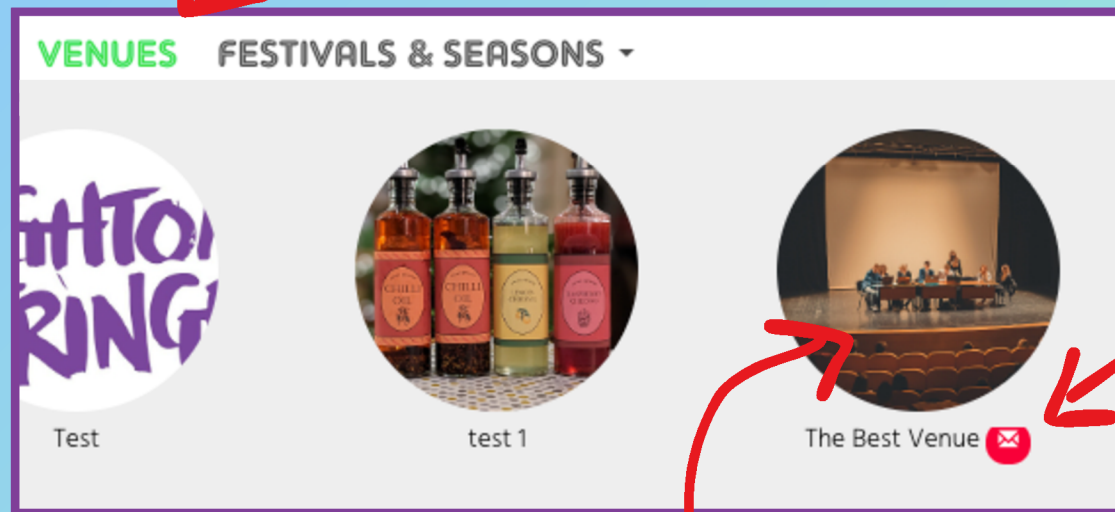
An event will be able to find you in the 'Venue Finder' browser (if you have made yourself visible), and will be able to message you via a chat box. It is your responsibility to keep an eye on your messages through Eventotron, and we recommend you check them regularly to ensure your artists are responded to in a timely manner (even if you're turning them away!). This will give them the opportunity to organise their schedule or look elsewhere for a more suitable venue.

If you would like to commit to accepting an event onto your timeline, click 'CONFIRM VENUE INTEREST'. The event must ALSO confirm their interest for both parties to connect on Eventotron and appear in the venue timeline.

Under certain circumstances, either party can remove their interest.

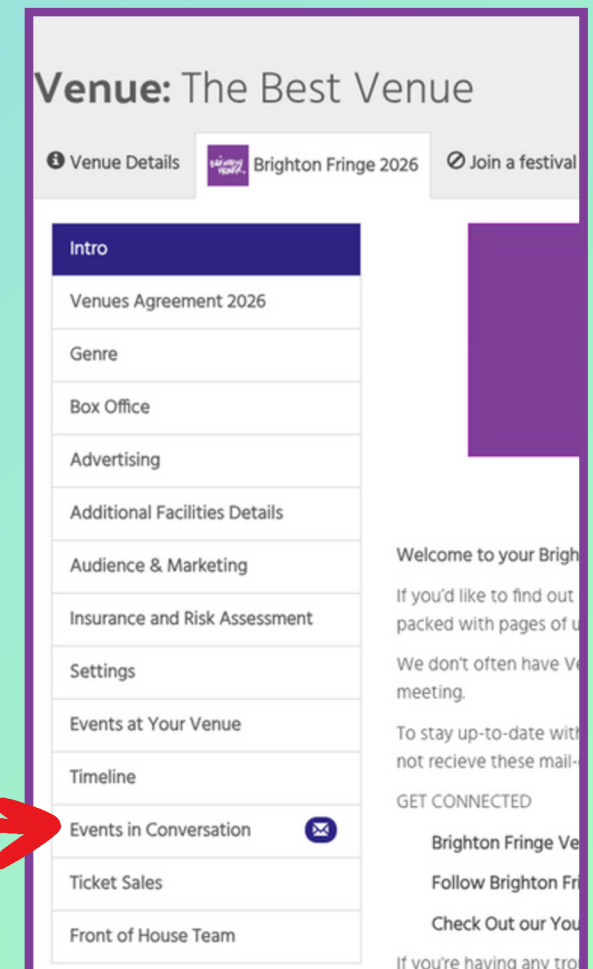
CONNECTING TO AN EVENT

1. To find your messages and 'interest confirmations' in Eventotron, go to your VENUES.



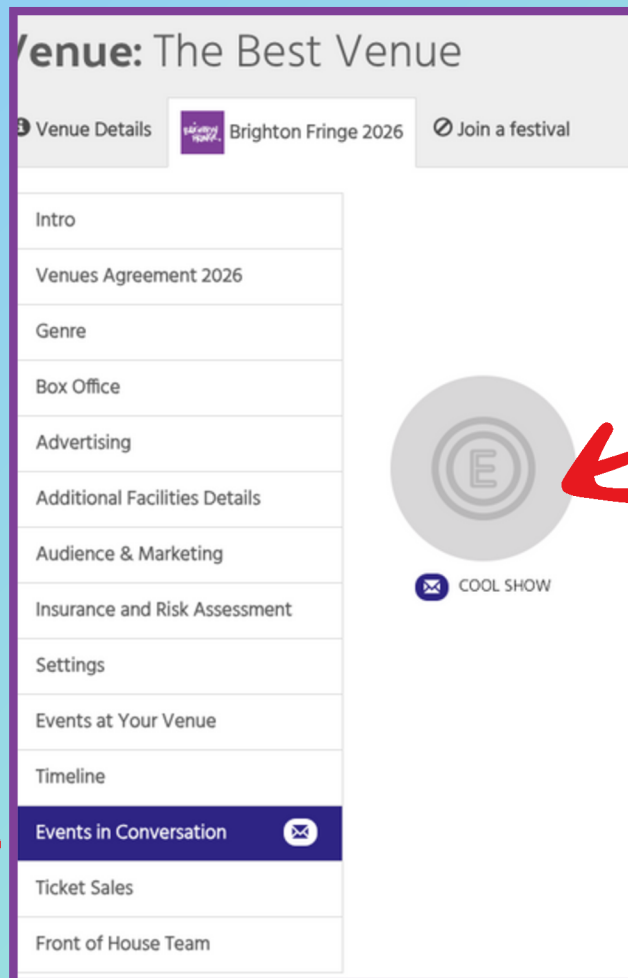
2. You'll see a red icon with a white envelope next to your venue name - this means you have a message!

3. Click on your venue. You'll see in your left hand bar you have a new message icon in the tab 'EVENTS IN CONVERSATION'. Click on this.

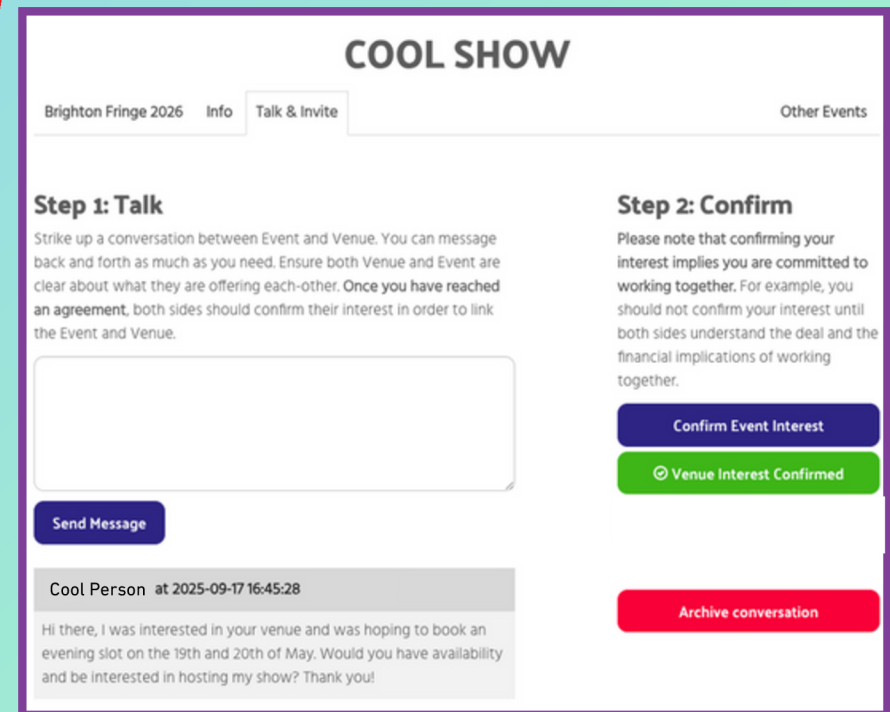


CONNECTING TO AN EVENT

4. Once you have clicked on 'Events in Conversation' you'll then be able to see who has messaged you. In this case, it's 'COOL SHOW'.

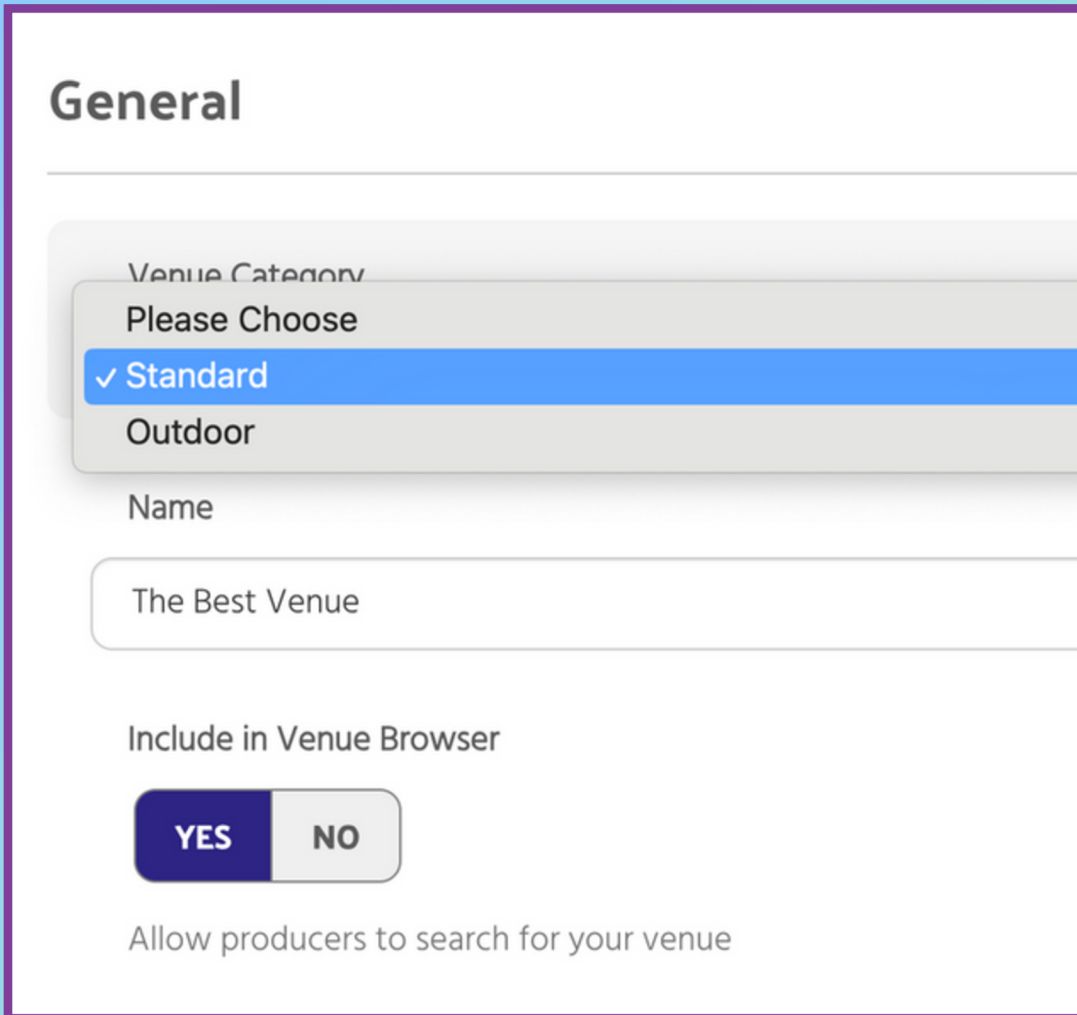


5. Click on the 'E' icon, or if they have an image for their show.



6. You can see what Cool Person has messaged you and when. Message them back with more information, and agree on the details. Once both parties 'Confirm Interest', the event will appear on the Venue Managers timeline.

GENERAL



The screenshot shows a form titled 'General' with a purple border. It contains a dropdown menu for 'Venue Category' with options 'Please Choose', 'Standard' (selected with a blue bar and a checkmark), and 'Outdoor'. Below this is a text input field for 'Name' containing 'The Best Venue'. At the bottom, there is a toggle switch for 'Include in Venue Browser' with 'YES' selected (dark blue) and 'NO' (light grey). A note below the toggle says 'Allow producers to search for your venue'.

General

Venue Category
Please Choose
✓ Standard
Outdoor

Name
The Best Venue

Include in Venue Browser
YES NO

Allow producers to search for your venue

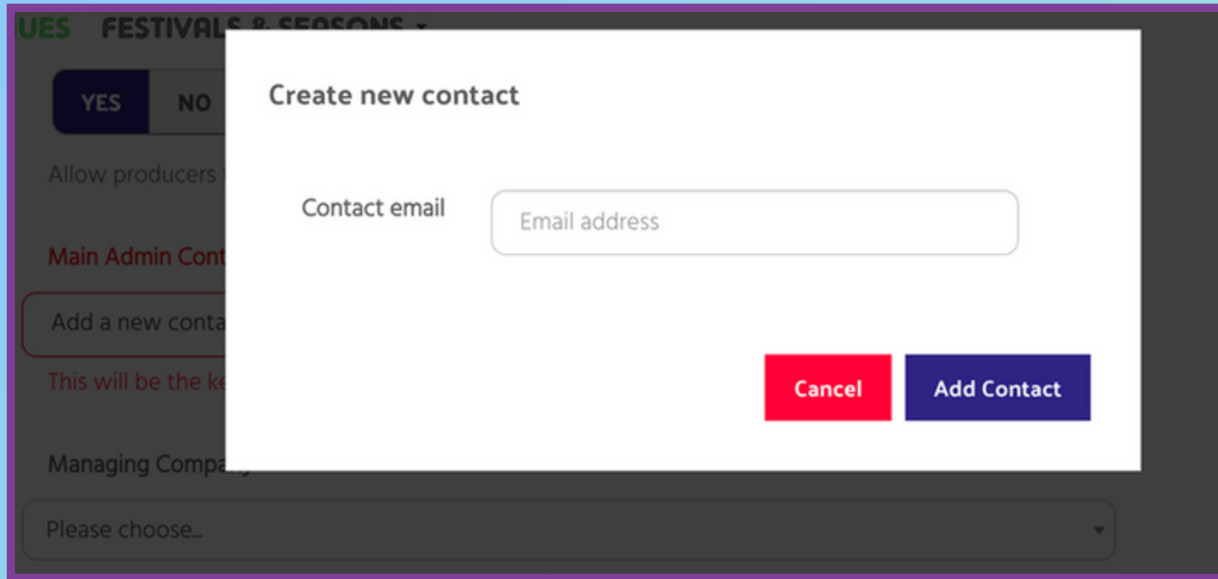
Your first section in the Venue Basics is the 'General' tab.

Select your venue category, Standard or Outdoor. (Circus tents, temporary venues etc. will be outdoor - all other venues will be standard.

Your venue name will already be listed, but in case you have made a typo or the venue name changes, you can edit it here.

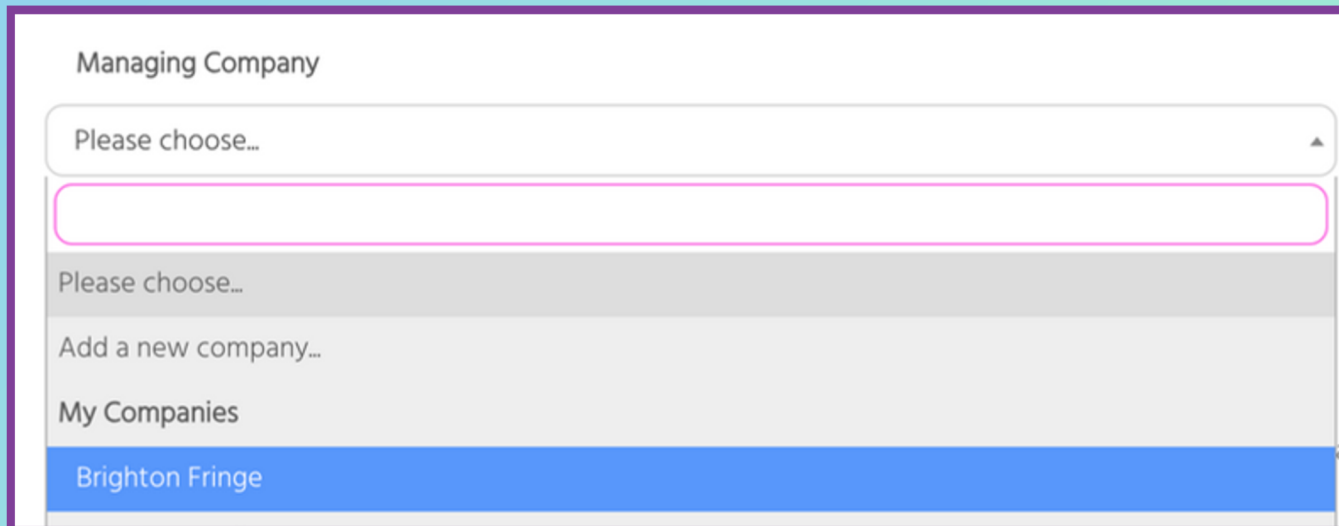
Ensure to tick 'YES' to be included in the venue browser. Some venues may only be available for one specific event, or no longer be accepting enquiries - once you've already connected to your chosen events you can edit this section and tick 'NO' to be hidden from the Venue Browser.

GENERAL



A screenshot of a web application showing a modal window titled "Create new contact". The modal has a white background and is centered over a darker background. Inside the modal, there is a label "Contact email" followed by a text input field with the placeholder text "Email address". At the bottom right of the modal, there are two buttons: a red "Cancel" button and a dark blue "Add Contact" button. In the background, parts of other UI elements are visible, including a "YES NO" toggle, a "Main Admin Cont" link, and a "Managing Company" dropdown menu.

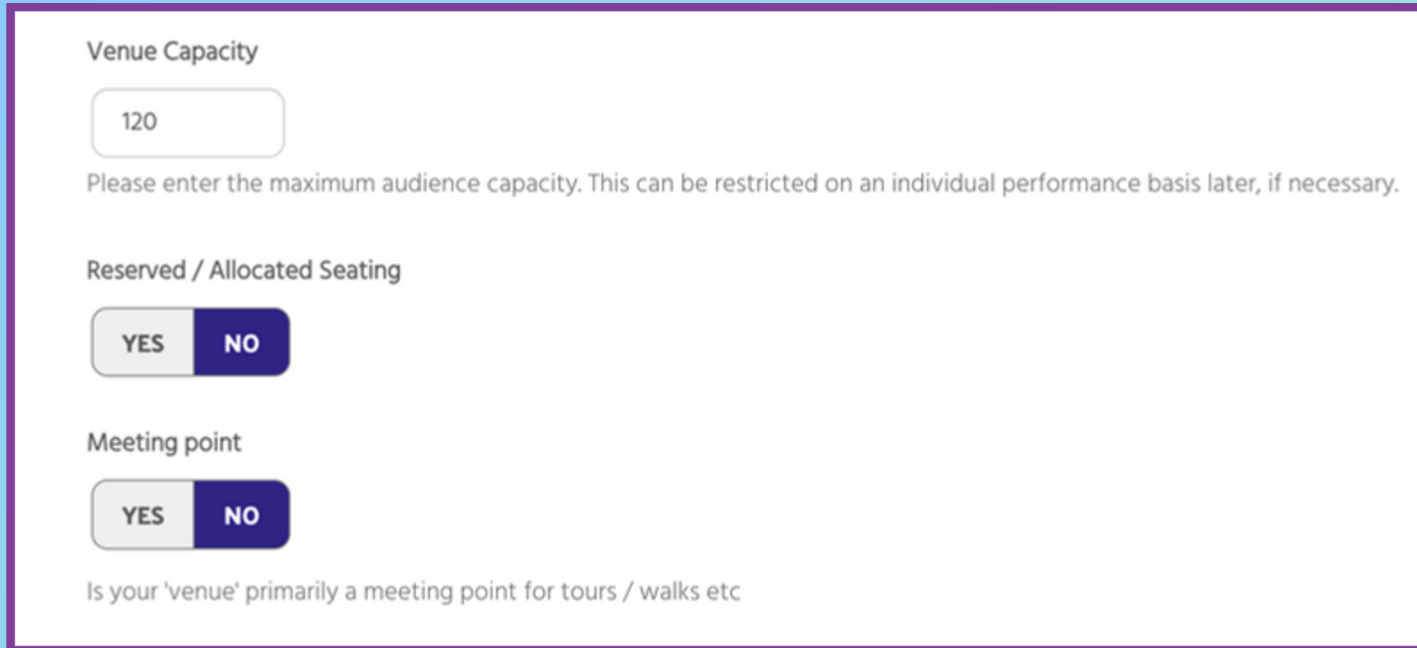
Your main contact will be whoever signed up, but you can create a new contact if there a multiple people in charge of the venue.



A screenshot of a web application showing a dropdown menu titled "Managing Company". The dropdown is open, showing a list of options. The first option is "Please choose..." with a small upward arrow. Below it is a text input field with a pink border. Underneath the input field is another "Please choose..." option. Below that is an "Add a new company..." option. At the bottom, there is a section titled "My Companies" which contains a list of company names. The first company name, "Brighton Fringe", is highlighted in blue.

Add your managing company (if you have one). Either add your existing company, or create a new one.

GENERAL



Venue Capacity

120

Please enter the maximum audience capacity. This can be restricted on an individual performance basis later, if necessary.

Reserved / Allocated Seating

YES NO

Meeting point

YES NO

Is your 'venue' primarily a meeting point for tours / walks etc

You will have already added in your capacity when registering, but this step can be edited here. As we have noted, capacity can be restricted on individual performances. We can edit this later - contact Artist and Venue Services for help with this.

Your venue may have reserved or allocated seating - choose the most regular set up for your venue.


If your venue is a meeting point, for tours, walks etc., you'll also name your venue 'MEETING POINT: The Best Venue Ever'. Tick if your venue is a meeting point - even if it's already named that!

GENERAL

Image



Add in your primary image for the PERFORMANCE space. It's great seeing the building - but the most important thing is the stage or place where performers will be. This is what is going to pique interest from enquiring performers. A clear image of the stage or space, with a good perspective of how big it is is ideal. More images can be added in a different section, pick the best image you have for the main one; it should be 400 x 400 pixels.

Your image will be converted to a .jpg measuring 400 pixels wide by 400 pixels tall. Once uploaded, you can click the pencil icon  to resize or crop your image.

This image will be displayed in the Venue Browser. You are strongly encouraged to add an image here.

[Download Image](#)

GENERAL

Description

This venue is perfect for anyone looking to hire a space in a central Brighton location. We regularly have busy evenings and weekends, and some scheduled events during the day. We're involved in Fringe every year and want to support local artists and creatives.

Our venue is best suited to music, comedy and theatre.

A general description of your venue, suitable to audience members, artists and producers. Please note that if your venue is included in the venue browser, this description will appear in your public listing.

Email

thebestvenue@brighton.com

Website

www.thebestvenue.com

Don't include 'http://' or 'https://' - for example www.mywebsite.com

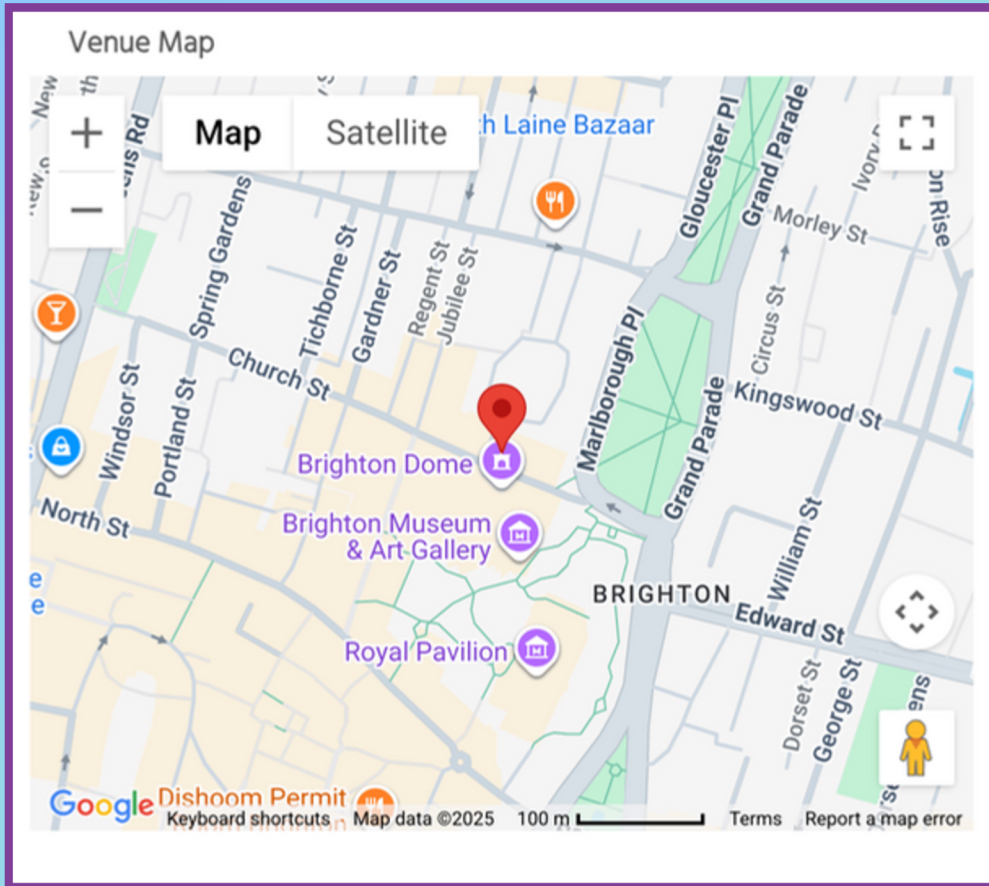
Venue Facebook

The Best Venue

Fill in all the next details, each step being self explanatory. Give a good description of your space, explaining what's available, who it's best suited to etc. This description will be included in the venue browser, and is the first bit of info artists and producers will read - so the more detail the better.

Your email, website, phone number and further details will also be visible and it's an additional way of artists and producers to get in contact and find out more information.

GENERAL



You'll add your full address, and be able to pinpoint your location on the virtual map. You must include the full details of your address as this will be in the digital and printed copy. The virtual map will also be available on the venue finder, and will help give artists a scope of your location.

Location Notes







The front door is round the corner, in the alleyway. You need to press the buzzer for someone to let you in.

Any special instructions a visitor might need to find your venue.

Ensure to add any location notes to help performers and audience members find your venue.

GENERAL

Hire notes

B *I*      

The stage and space is perfect for 2 - 6 performers (or confident solo performer!)

Ideally suited to late night performances

Fully equipped lighting and PA system

Seating can be arranged cabaret style, maximum capacity of 80 with cabaret seating

Let artists and producers know more about your venue and describe the type of deal you offer companies. For example, Straight Hire / Guarantee against Box Office Split / Box Office Split.

Hire charge

We charge £50 dry hire (based on 1.5hr slot inclusive of get-in and get-out), + £25 starting price for additional equipment. If additional time is needed for get-in, +£10 per 0.5 hr

Technician included in all hires

+£10 surcharge for Friday and Saturday evenings after 18:00

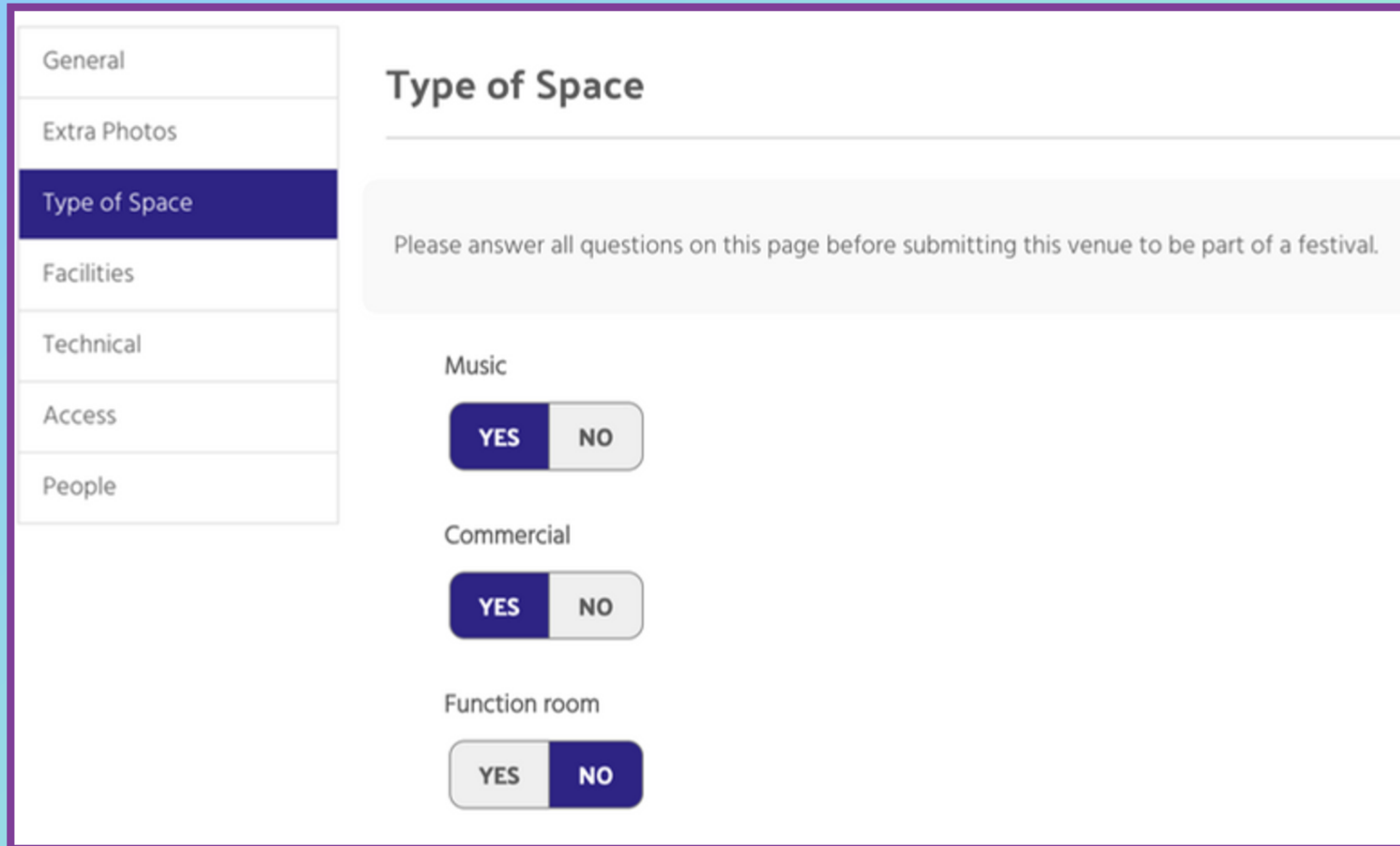
Discount for multiple slots, please enquire

44 words of 100 remaining

Try to add as much info as possible for hire notes and hire charge, to make your terms completely transparent for all enquiring artists. Each hire may cost the same or differ depending on the type/length of event.

You can discuss prices and additional services later, but listing your base rates and what's included will streamline the process and save a lot of time; some people may only have budgeted for £50 per show - this will help them know if your venue is within budget for a single performance and possibly enquire about additional nights/services.

TYPE OF SPACE



The screenshot shows a web form titled 'Type of Space'. On the left is a vertical sidebar with menu items: 'General', 'Extra Photos', 'Type of Space' (highlighted in dark blue), 'Facilities', 'Technical', 'Access', and 'People'. The main content area has the title 'Type of Space' followed by a light grey instruction box: 'Please answer all questions on this page before submitting this venue to be part of a festival.' Below this are three toggle questions: 'Music' (YES is selected), 'Commercial' (YES is selected), and 'Function room' (NO is selected).

Category	YES	NO
Music	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commercial	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Function room	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If you've already looked through the Questions for Venues and Crib Sheet documents, you'll hopefully be familiar with the questions regarding your facilities and type of space. You can choose multiple options for the type of space your venue is; music, commercial, cinema, pub, warehouse, bookshop etc. Your venue may just be one singular type of venue, or fall into additional categories.

EXTRA PHOTOS

The screenshot shows a web form titled 'Extra Photos'. On the left is a vertical sidebar with a menu containing the following items: 'General', 'Extra Photos' (which is highlighted with a dark blue background), 'Type of Space', 'Facilities', 'Technical', 'Access', and 'People'. The main content area has the title 'Extra Photos' at the top. Below the title is a section labeled 'Venue Video' with a large, empty rectangular text input field. Underneath this field is a line of text: 'Include a link to a YouTube or Vimeo video to give participants a glimpse of the facilities you offer.' Below this is a light gray rectangular box containing the text: 'Include more photos of your venue to help producers and artists. Suggested photos include your stage, dressing room, front of house etc.' At the bottom of the form is a section labeled 'Large Venue Image' with a large, empty rectangular area for an image.

If you're able, include a video of your space as well as additional images. We want to ensure that artists who are unable to view the space before booking it get a true idea of the size and set up of the space. A video showing performers in the space (with permission) which accurately depicts the scale is most helpful. Add a large image, and 3 more images showing the venue/stage/space/lighting etc. with captions.

FACILITIES

The same will apply for facilities, though you are more likely to have many of these facilities available. Again, the more you list the better - as some performer may require a blackbox and it'll save time if they only enquire to venues which have one.

General	<h2>Facilities</h2> <p>Please answer all questions on this page before submitting this venue to be part of a festival.</p> <p>Outdoor area</p> <p><input checked="" type="radio"/> YES <input type="radio"/> NO</p> <p>ie Garden - separate from performance or exhibition space</p> <p>Dressing room</p> <p><input checked="" type="radio"/> YES <input type="radio"/> NO</p> <p>Stage</p> <p><input checked="" type="radio"/> YES <input type="radio"/> NO</p>
Extra Photos	
Type of Space	
Facilities	
Technical	
Access	
People	

Marketing staff

☒ YES ☐ NO

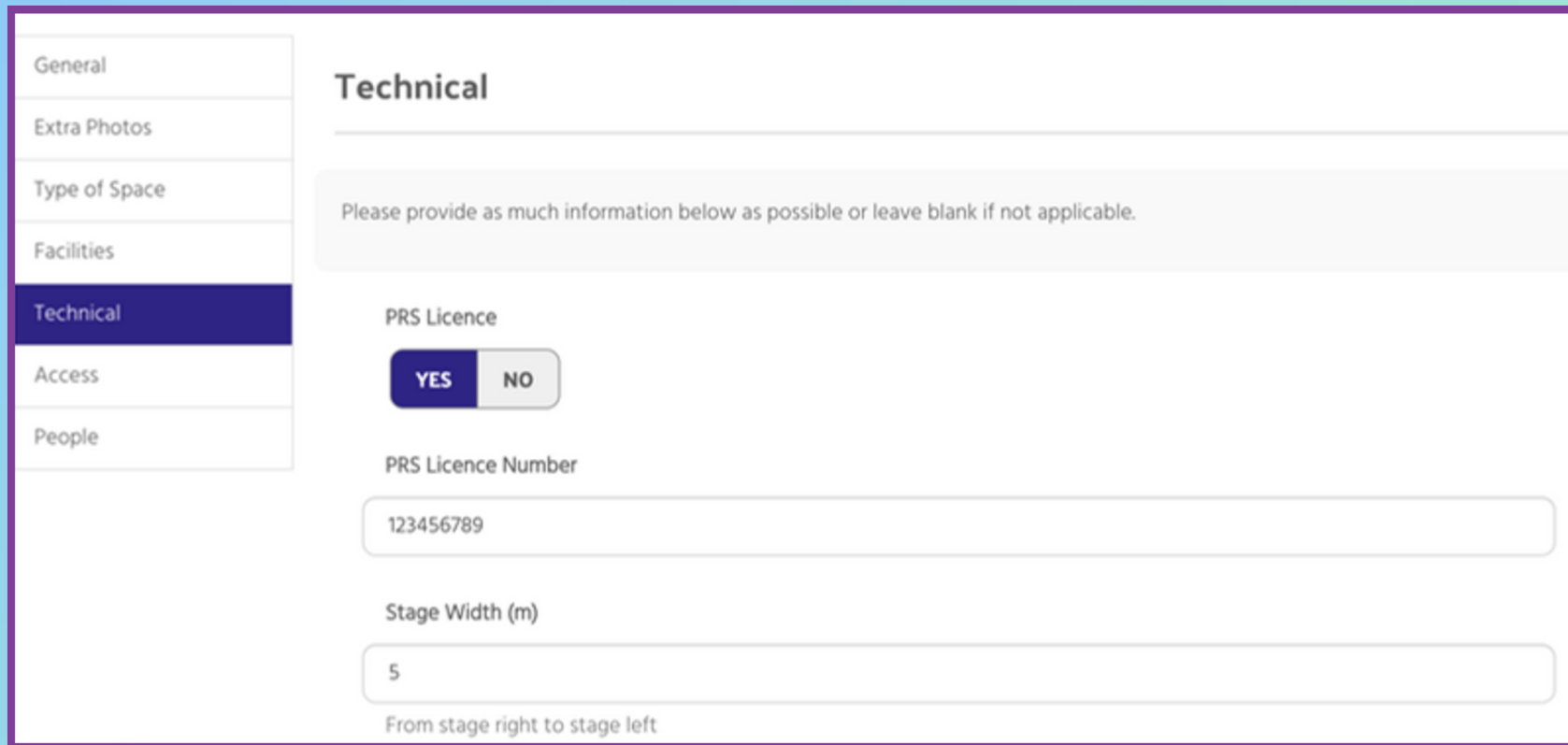
The venue provides marketing or press staff to help promote events

Marketing assistance

Please describe any marketing the venue performs on an event's behalf. For example - inclusion on website or printed programme, poster sites, flyer, social media promotion etc

If you're able to including marketing assistance, list that here. It's okay if you can't - but don't over promise and under deliver!

TECHNICAL



The image shows a web form titled 'Technical'. On the left is a vertical sidebar with menu items: 'General', 'Extra Photos', 'Type of Space', 'Facilities', 'Technical' (highlighted in dark blue), 'Access', and 'People'. The main content area has the title 'Technical' at the top. Below it is a light gray instruction box: 'Please provide as much information below as possible or leave blank if not applicable.' The form contains three fields: 1. 'PRS Licence' with a toggle switch set to 'YES' (dark blue) and 'NO' (light gray). 2. 'PRS Licence Number' with a text input field containing '123456789'. 3. 'Stage Width (m)' with a text input field containing '5'. Below the stage width field is the text 'From stage right to stage left'.

General	Technical
Technical	
Please provide as much information below as possible or leave blank if not applicable.	
PRS Licence	
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
PRS Licence Number	
<input type="text" value="123456789"/>	
Stage Width (m)	
<input type="text" value="5"/>	
From stage right to stage left	

Add all your technical details in including your PRS license number for music usage. Add your stage measurements and description, and tick all technical equipment as well as a tech spec document. Add details of your floor plan, blackout availability and notes etc.

All this information is vital for accurately depicting your technical facilities.

ACCESS

Many buildings in Brighton and Hove are up a steep hill, down a narrow alley or listed and therefore inaccessible. We understand and appreciate that some may be partially accessible, fully accessible or not accessible at all.

This section is everything to do with accessibility at your venue for performers and the audiences.

The screenshot shows the 'Venue: The Best Venue' page for Brighton Fringe 2026. The left sidebar has a menu with 'General', 'Extra Photos', 'Type of Space', 'Facilities', 'Technical', 'Access' (highlighted), and 'People'. The main content area is titled 'Access' and contains the following questions and answers:

- Is the performance space wheelchair accessible for performers? **NO**
- i.e. ramp/level access onto stage and in backstage areas
- Is your venue wheelchair accessible? **YES**
- Audience Wheelchair Notes: A text area with a rich text editor toolbar (bold, italic, link, etc.) is visible.

This close-up view of the 'Access' section includes the following details:

- Header: Please indicate if there is public parking near your venue that offers accessible parking to people with a permit.
- Question: Is there anything about the approach to your venue that you think it would be helpful for people to know?
- Answer: Cobbled road with some uneven footing
- Text: Many people find information about the outside approach to a venue to be very helpful, regardless of their access requirements. For example, if there are stairs at the front, if there is a high kerb, cobbled road, narrow laneway, the main approach is quite steep, minimal or small signage, or you're located at the top of a steep hill, etc.
- Question: Does the venue offer programme information in additional accessible formats?
- Answer: **NO**
- Text: i.e. Braille or large print
- Question: Are assistance dogs allowed into all parts of the venue?
- Answer: **NO**
- Question: What type of seating does the performance space have?
- Answer: Level unfixed

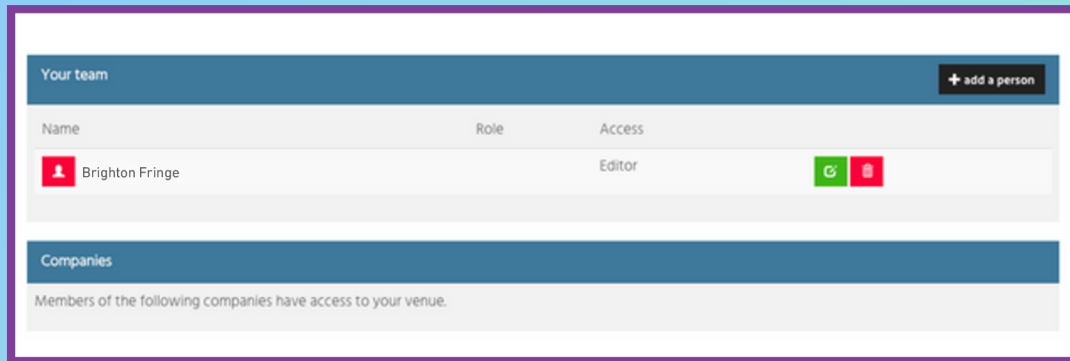
The last thing you want is people being turned away at the door because of unclear information!





It's okay if your venue doesn't have everything or is very limited - we just need clear and precise information for performers and audience members to choose the right venue for their needs.

PEOPLE + SEATING PLAN

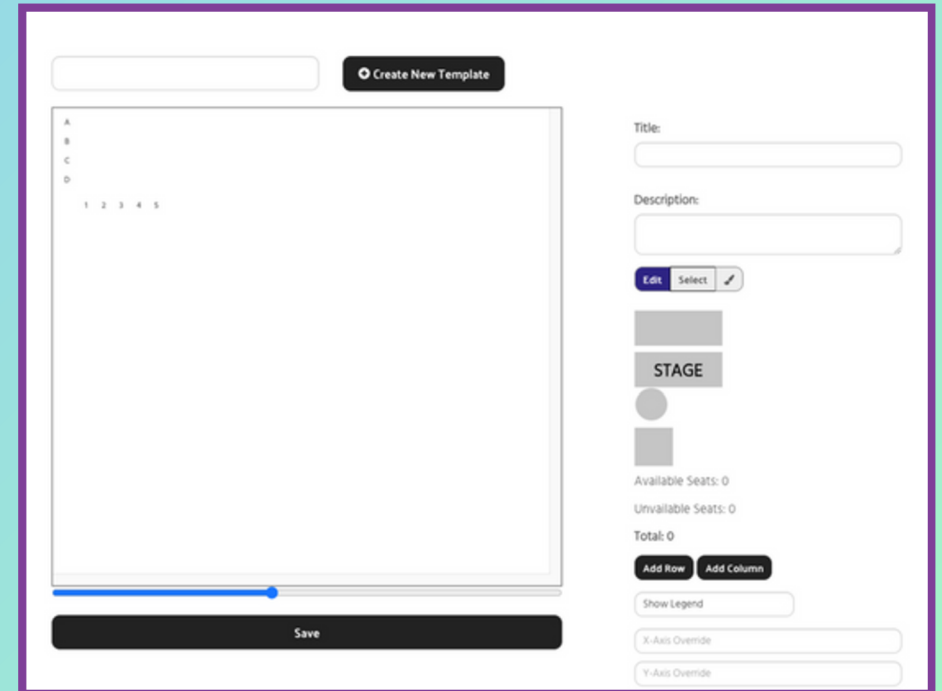
The 'People' sections allows you to add more people into your venue profile.



The screenshot shows a user interface for managing venue staff. It features a header 'Your team' with a '+ add a person' button. Below is a table with columns for Name, Role, and Access. One entry is visible: Brighton Fringe, Editor, with a green 'edit' icon and a red 'delete' icon. Below the table is a section titled 'Companies' with the text 'Members of the following companies have access to your venue.'

Name	Role	Access
Brighton Fringe	Editor	 

If you have multiple venue managers, or trusted members helping you with your venue profile, you can add in their details by clicking 'add a person' in the top right. There you'll be able to enter their details and their access.



The screenshot shows a seating plan interface. It includes a 'Create New Template' button, a grid for seating (rows A-D, columns 1-5), and a sidebar with fields for Title, Description, Edit/Select buttons, a 'STAGE' label, and seat counts (Available: 0, Unavailable: 0, Total: 0). There are also buttons for 'Add Row', 'Add Column', 'Show Legend', and 'X-Axis Override'/'Y-Axis Override'. A 'Save' button is at the bottom.

Seating plan is for your venue if it has fixed seating. This can be useful for allocating seating when tickets are purchased if necessary. It can be a bit fiddly so don't worry too much as it's a non-essential part of the process.



YOU DID IT! YOU ARE NOW PART OF
BRIGHTON FRINGE!

Contact takepart@brightonfringe.org for help
with your registration.

Contact boxoffice@brightonfringe.org for any
changes to ticketing.