



VENUES

October 2024



MELBOURNE
INTERNATIONAL
**COMEDY
FESTIVAL**
COMEDYFESTIVAL.COM.AU

INTRODUCTION

Melbourne has a range of venues suitable for Festival shows. From purpose-built theatres (with prices to match) to pubs and clubs, pop-up venues, galleries, restaurants, cafes, and live music venues, we have a rich performing arts landscape. Your ideal venue will depend on your performance type, budget, location, target audience and other factors.

The Festival maintains a database of potential independent venues, updated each year ([see here](#)). The Festival also builds, manages and programs a range of Festival Managed Venues (FMV's). It's great if you have a venue in mind, but don't limit your choices. It's better to apply for a range of venues, in case you don't get your first choice.

Many venues have a competitive application process, so contact venues early in your planning.

A BIT MORE ABOUT US

Melbourne International Comedy Festival has two major roles during the delivery of the Festival:

1. Supporting artists, presenters and venues. We provide opportunities, support and advice to create the best possible environment within which participants can present their shows and make the most of their Festival experience;
2. Producing and presenting a large, inclusive program of contemporary comedy for Australian audiences including international artists, special events, free outdoor shows, and family programming as well as professional development opportunities to support artform growth in Australia and overseas.
3. Building, staffing and operating a large range of temporary (pop-up) venues to supplement Melbourne's permanent venues and help house the huge Festival program.



INDEPENDENT VENUES

A database of potential venues ([click here](#)) is available to artists and producers interested in registering a Festival show. Individual show producers must contact venues directly.

See the [venue checklist here](#).

1. Make a list of potential venues, considering location, capacity and suitability.
2. Call or email each venue to check their availability. Arrange a visit if possible, to check it is suitable.
3. Once you have confirmed a venue, we strongly recommend getting a hire agreement in place. See our [Venue Agreement template here](#). The agreement is between the producer (or artist) and the venue, NOT the Comedy Festival.
4. Keep in regular contact with your venue and provide them with marketing materials.

Tip – speak to other performers for venue recommendations. Look through street press, social media and arts listings for venues hosting open mic or live performances. Look at [Program Guides on our website](#) for venues with similar shows.

As well as location, capacity, accessibility and availability, consider the following when deciding on a venue:

Venue Infrastructure: What is included in your venue rental and what costs extra? Does the venue provide staff, technical equipment, staging, dressing rooms, box office, toilets and storage? Does the venue have a plan for accessibility, noise bleed between rooms, and emergency evacuation?

Venue Support: What arrangements are in place for marketing support, front of house staff, box office staff, bar staff, merchandise sales, parking, signage, and displaying posters?

Ticketing: Does the venue prefer a particular ticketing system? If your venue does not have a preference we strongly suggest ticketing through Comedy Festival's ticketing system Red61 VIA. This will allow easy reporting, door lists, customer support and customer sales (more [information can be found here](#)).

Warnings: If your show has nudity, use of haze, strobe lighting, coarse language, adult themes etc., where and how will audiences be warned?

Licensing: Do they have a Liquor License and are they 18+ only? Do they have an APRA License for music? Both the venue and artist must have Public Liability insurance to participate in the Festival.

Code of Conduct: The Festival is committed to providing a safe, respectful, inclusive and flexible workplace environment that is free from discrimination, harassment, sexual harassment and bullying. We do not tolerate or condone any form of discrimination, harassment, sexual harassment or bullying in any of our workplaces including the venues we build and operate. All Comedy Festival venues should be safe for performers, staff and audiences. If you would like to discuss implementing a similar code with your venue, we can provide templates.

FESTIVAL MANAGED VENUES

The Festival Managed Venues (FMV) program is curated by the Festival, through a competitive EOI process. As with independent venues, consider whether a FMV is suitable for your show.

All FMVs are equipped with sound, lighting, staging, seating, front of house and box office staff and are run with OH&S and public safety considerations as a priority. The number of technical staff required/included depends on the venue.

All Shows in FMVs are sold through the Festival's ticketing provider Red61 VIA, for a fee. Ticket prices are determined by you, but the Festival ensures they are appropriate.

In an FMV you are still responsible for the creative and financial aspects of your show as well as marketing and publicity.

See the [Performers page on our website](#) for deadlines and more info. Sign up to the [Participant Newsletters](#) for announcements and contact info@comedyfestival.com.au with any questions.

Each year the Festival Managed Venues program includes around 150 shows in 30+ spaces of varying sizes.

Past venues have included:

- Melbourne Town Hall
- The Capitol
- Forum Melbourne
- Arts Centre Melbourne
- The Famous Spiegeltent
- Greek Centre
- Chinese Museum
- Trades Hall
- Mantra on Russell
- The Victoria Hotel
- The Westin Melbourne
- Max Watt's
- Swiss Club

