



FESTIVAL APPLICATION FORM

Single- Act Plays for Amateurs competing for the 'SIR MICHAEL CAINE DRAMA AWARDS' at The Leatherhead Theatre

The Festival is open to all Junior and Adult amateur drama groups.

Closing Date for Applications is 4th FEBRUARY 2019

Entry fee for Junior Groups is **£50**, for Adult Groups **£75**. See below for payment details.

FULL NAME OF DRAMA GROUP :

Junior / Adult (Please state which)

CONTACT NAME AND ADDRESS,

.....
.....

TELEPHONE NUMBERS (landline)..... (mobile).....

E-Mail ADDRESS

Title of Play

Author **New play YES/NO**

NUMBERS IN CAST :.....(m).....(f).....(16 and Under) (maximum of 25)

Estimated running time:

20 – 29 minutes (Short)

30– 44 minutes (Medium)

45 – 55 minutes (Long)

Does the play contain strong language and/or sexually explicit scenes. (PG) YES / NO

DECLARATION: *I have read and fully accept the Rules & Conditions of Entry, including Legal, Licensing, Copyright & Vulnerable persons / Child Protection obligations.*

SIGNED on behalf of the Group:

PLEASE PRINT NAME in BLOCK CAPITALS:**DATE:**

Please return this Application Form to: Sue Hawksfield (Applications Administrator) The Leatherhead Drama Festival, 8 Parkers Close, Ashted, Surrey. KT21 2AP Contact: enquiries@leatherheaddramafestival.co.uk

Please include your entry fee cheque made out to Leatherhead Drama Festival

Or

Payment via BACS transfer to:

Leatherhead Drama Festival, NatWest, Sort code 60-04-35, A/C No. 11240520, Ref: group name

The LDF's Data Protection Policy is designed to protect applicants' personal data which is collected and used by the LDF solely for the purposes of the Drama Festival. The data is required for communication within the LDF for the purposes of the LDF's activities and not passed on to any 3rd party.

LEATHERHEAD DRAMA FESTIVAL 2019

Rules & Conditions of Entry

These Rules & Conditions accompany the Application Form:

Please retain for future reference

Any queries, please contact the Applications Administrator Sue Hawksfield: enquiries@leatherheadramafestival.co.uk

1. The Leatherhead Drama Festival Is an annual event for Single-Act Plays staged by Amateurs at The Leatherhead Theatre and is affiliated to the National Drama Festivals Association (NDFA).
2. All entrants will be subject to the provisions of the Theatre Act 1968 and will be deemed to have full knowledge of the provisions of this Act and the resulting liabilities concerning the performance of plays which might be considered obscene, seditious or libellous or likely to incite racial hatred or breach of the peace.
3. Each participating company must be a recognised Amateur Drama Society, Drama Group or School Group that is in regular existence outside and apart from the festival.
4. It is permissible for a group to engage the services of a professional director but any participating actor/actress must be amateur and one who has not performed professionally on stage, screen, TV or radio within the past 12 months.
5. All applications must be accompanied by the appropriate entry fee, without which the application will be invalid. In the event of a group not being selected for entry the entry fee will be refunded.
6. The plays offered by the participating groups must be either:
 - a. A one-act play - previously published or written/devised by the group,
 - b. An extract from a longer play,
 - c. An abridged version of a full-length play. (See below regarding permission for adaptations)
7. If a script is published through a Licensing Agent or has copyright or other protection, it is the entrant's responsibility to see that a Performance Licence or written permission for the performance is obtained well in advance. Any amendments to a published script must be clearly marked and written permission for the amendments must be obtained from the licensing body.
8. Evidence of all such licences or permissions must be presented to the Festival Organising Committee prior to the performance. Failure to do so will eliminate the group from the festival. NO LICENCE, NO PERFORMANCE.
9. Groups must state on their application form if the content of their play is of an adult theme and/or contains explicit language.
10. If submitting a published play, the original script, with any amendments clearly marked, needs to be sent to the LDF Organising Committee at least two months before the start of the festival. Email versions of plays will not be accepted. Groups submitting new, original plays must send a hard copy of their scripts to the LDF Organising Committee at least two months before the start of the festival.
11. The length of the play must be no shorter than 20 minutes running time and no longer than 55 minutes.
12. The production must include a minimum of two on stage speaking parts and be a maximum cast of 25.
13. The cast of any Junior entry must be aged 11 years or over (first year of secondary education) and under 19 years old by the start of the festival.
14. To comply with Surrey County Council Children in Employment Act it is mandatory that all groups provide details of any child performer at the festival who is under 16 years old at the start of the festival. The child's name, date of birth, home postcode and school attended is required to be submitted to our Child Protection Officer six weeks before the start of the festival.
15. Registered Chaperones or fully qualified teachers must be in attendance during any youth performance that includes children under 16 years of age.
16. All groups may bring such additional scenery, props and costumes as is considered essential for their production. The Theatre's flying facilities and cyc cloth will not be available to any group.
18. Radio microphones will not be permitted.
19. Each group must provide 1 x lighting operator and 1 x sound operator.
20. All entries will be subject to adjudication and marked accordingly.
21. The Junior and Adult winning entries must be available to re-perform their production on Awards Night – the last night of the festival.
22. In all matters, the decision of the Festival Organising Committee will be final.

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IMPORTANT INFORMATION FROM THE STAGE MANAGER

LEATHERHEAD DRAMA FESTIVAL at The Leatherhead Theatre

Supplement to Rules & Conditions of Entry

1. The Theatre is located in Church Street, Leatherhead. There is a small pay-and-display car-park opposite The Theatre, with additional parking available in the Swan Centre multi-storey car-park. For the off-loading of scenery, furniture and costumes, you need to gain access to the stage via the scene-dock door at the rear of the Theatre.
Parking is VERY restricted and tightly controlled, however, short-term parking for off-loading is allowed.
2. The stage will be set as a 'Black Box' using black drapes and black masking flats. The Theatre's cyc cloth will not be available. The overall acting area is approximately 11 metres wide by 6 metres deep. A more detailed stage plan can be downloaded from the website. All scenery and furniture must be free-standing. Flying facilities will not be available.
3. All scenery, furniture, props etc must comply with current fire protection regulations and must be approved by the Festival Stage Manager. The use of naked flames, candles, cigarettes, matches, special effects or any weapons for any purpose during the performance may be allowed but advanced notice must be given and correct safety procedures followed. (More details can be obtained from the Festival Stage Manager.)
4. Stage Manager's desk and Prompt Corner are situated stage right. There is a relay system from the SM's desk to the dressing-rooms, and full communications between the stage and technical booths.

Dressing rooms are situated stage right: two on the ground floor, four on the first floor and two on the second floor
5. The lighting desk and sound facilities are at the back of the auditorium and are operated from separate booths. Details of the stage plan and all sound and lighting facilities can be downloaded from the website.

All portable electrical equipment must be PAT tested, and have the appropriate certificates.
6. Groups must provide their own separate lighting operator and sound operators. Theatre technicians will be available to assist and offer advice.
7. Each group will be allocated a 60 minute technical and preparation slot at the Leatherhead Theatre. All technical and performance issues should be resolved at this time. The Festival Stage Manager will contact each group to make the appropriate arrangements. Attendance at these slots is **mandatory** to ensure a briefing on Health and Safety issues and fire evacuation procedures, etc. must be given.
8. Wheelchair access is available for cast, crew and audience members. Any special requirements must be discussed with the Festival Stage Manager in advance.

Good luck to all our participants

SALLY McCORMACK
Festival Stage Manager
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07711 937951