

**DUNCAN RAND FESTIVAL  
RULES & CONDITIONS**

- 1. Entry fee** is £35.00 for each play entered. This is non-returnable. Your cheque, payable to **Medway Little Theatre**, plus entry form and adjudicator's copy of the script, must reach the Festival Secretary by **4th May 2019**.
- 2. Scripts:** Photocopied scripts of published plays are not permitted without written permission. Any major cuts/changes must likewise be supported by written permission.
- 3. Due to requests, we are permitting plays to be entered this year that contain a minimum of 2 speaking parts** as originally written by the Author this year.
- 4. "Play"** includes a standalone act from a full length play and improvisation as long as a synopsis of scenes is provided.
- 5. Running Times:** Minimum 20 minutes, maximum 50 minutes. The Festival Stage Manager may close the curtains on over-running plays at his/her discretion. There will be a point penalty for not meeting the time rule.
- 6. Technicians:** You should provide your own stage and technical crews. If you are unable to provide these, MLT resident crew will stand in for you but in this case, you will not be eligible for technical awards.
- 7. "Youth"** is defined as 17yrs and under. Older people may take part but will not be considered for awards. Please indicate on entry form anyone aged 18+.
- 8. Child protection.** No-one aged 17 or under is permitted to change into or out of costume on MLT premises unless such costume is worn over normal clothes. All children should be licenced to perform. We can licence them on our Body of Persons but will need 15 days to process the paperwork.
- 9. Tech Rehearsal** times will be strictly adhered to. For instance, if two or more entries from the same group have been allocated consecutive rehearsal periods and only one is taken up, it will still be for 1 hour only. Similarly, you may not under-run one period in order to over-run another.
- 10. Conduct of tech rehearsals** is included in the assessment for tech awards.
- 11. Enter/Leave** the theatre via the stage door
- 12. Theatre Etiquette:** You may not enter the auditorium or the wings during the tech rehearsal of another group. Please be as quiet as possible when entering or leaving the theatre.
- 13. Royalties:** You must provide a licence to perform by your tech rehearsal. **No licence = no performance. This is not negotiable. Also, all music in the production should be licenced – a proof of licence will be required – or a levy of £10 per production will be charged for PRS purposes.**
- 14. Theatre Furniture / Set.** Should you need to leave set after your tech this can be accommodated with approval by the Festival Stage team. Should you wish to use MLT set/furniture you are welcome to do so – please contact Festival staff for more information.

**CAR PARKING** – YOU MAY NOT BRING ANY VEHICLE ON TO THE GRAVELLED AREA AT THE REAR OF THE THEATRE. LOADING/UNLOADING MUST BE DONE FROM THE ROAD.

There is adequate public parking close to the theatre for which there is a charge.