



# THE HENLEY DRAMA FESTIVAL

## Festival Rules

### ENTRIES:

1. All actors must be amateur, i.e. not earning their main income from the profession, and not having been connected with the profession as actor or director for the 24 months preceding the date of the Festival. Any potential conflict with this principle MUST be notified at the time of application.

2. Subject to Rule 3, teams must consist of members of established Societies of amateurs in the UK having an existence independent of this Festival. Societies may enter more than one team in any or all Classes and teams in Classes I and II may be entered by any Society defined by this Rule. No person may perform in more than one entry. An actor in one team may be the director or stage-manager in another.

3. Teams formed of members of schools, youth organizations or junior members of adult societies are eligible for entry in Classes III, provided that, in the case of Class III entries, all actors are aged under 18. These age limits do not apply to producers or stage-managers. Schools for the training of professional actors are not eligible.

N.B: Where children under the age of 16 are involved, entrants are obliged to comply with all legislation appertaining to "The Children and Young Persons Act 1963", "The Child (Performances) Regulation 1968", "The Protection of Children Act 1999" and "The Criminal Justice and Court Services Act 2000".

4. (a) Entries shall consist either of a one-act play (or musical play) – the accepted definition of a one-act entry is 'a coherent piece of mainly spoken drama' - or an extract from a full-length play (or musical play) which in itself is intelligible to an audience unacquainted with the play from which the excerpt is taken. The acceptance by the Festival Committee of any such extract shall be conclusive and binding upon the Adjudicator and all other entrants.

(b) No such play or extract shall have fewer than two substantial speaking parts as written by the Author.

(c) No application for entry will be considered unless it is made in writing on the entry-form provided, which must be in the hands of the Festival Secretary or Director by the date stipulated.

(d) Entry fees shall be at the rates from time to time decided upon by the Festival Committee and shown on the entry-form. The appropriate fee must be enclosed with the application for entry, but if the entry is not accepted the entry fee will be refunded.

(e) One copy of the chosen play (showing any proposed cuts) must be sent with the application to enter; a second copy shall be handed to the Festival Stage-Manager or Director at the rehearsal.

(f) A license (or formal waiver) containing proof of payment and permission to perform the chosen entry must be sent to the Festival Secretary. Permission for any alterations or cuts should also be sent to the Festival Secretary. If this Rule is not complied with the entry cannot be performed and the Society's entry fee shall be forfeited.



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### PREPARATION AND PERFORMANCE:

5. The date and order of playing will be decided by the Festival Committee with the object of arranging the best balanced programme in the interests of the audience. The wishes of teams will be considered as far as may be possible. NB: Once the programme has been printed, it is unlikely the date and running order can be changed.

6. All teams must be prepared to perform again at the Saturday 'Gala' evening if selected by the Adjudicator on the Friday night (please see Rule 10 below). Note: this requirement may – in very exceptional circumstances which are likely to involve transport problems – be waived by the Festival Committee **if** notification is included with the application.

7. The playing time of any entry must not exceed fifty minutes nor be less than twenty minutes. In addition a total of fifteen minutes will be allowed for setting and striking. Setting and striking will be under the supervision of the Festival Stage Manager but otherwise will be the responsibility of each team's stage-manager with the team's own stage-crew. The Festival Stage-Manager will both time the length of performance and the time taken to set and strike. Failure to observe the time limits set out in this Rule will be penalized at the rate of 1 + marks per minute or part of a minute or at such higher rate as the Adjudicator may see fit to impose.

*Note:* curtain calls are not permitted.

(a) Two sets of curtains will be provided on travelers, and there is a cyclorama with full stage lighting and sound equipment. Fly bars are available at the discretion and under the supervision of the Festival Stage Manager, providing that notice is given to him not less than one week prior to the date of rehearsal. Teams must notify the Festival Director of the quantity of scenery and stage furniture they intend bringing, and whether they wish to store these in the Theatre between the dates of rehearsal and performance. Naked lights (other than cigarettes and lighters required by the action of the play) are not allowed on stage, and all scenery and properties must be fire-proofed; this, together with transport, shall be the responsibility of teams.

(b) The lighting is rigged to a basic pattern both as to position and colour, and may not be changed. The lighting board will be operated by the Festival Electrician as far as possible to team's requirements. Extra stage lighting may be provided by any team, if it is practicable for the Festival Electrician to include it without disturbing the existing pattern. All additional equipment requirements, whether supplied by the team or not, plus any requests for special lighting positions, should be notified to him in writing, a minimum of two weeks prior to the advised rehearsal period, to allow sufficient time for any arrangements to the lighting rig to be made beforehand.

NB: The final decision as to whether or not any additional equipment can or cannot be included, remains with the Festival Electrician at all times. All electrical equipment brought in must carry a PAT test label or certificate. The use of any kind of microphone to enhance an actor's vocal projection will not be allowed. Microphones may be acceptable as props or for sound effects.

**IMPORTANT – Please read the enclosed “*Lighting and Sound Arrangements*”**



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(c) Where lighting or sound changes are needed during a performance a member of the team concerned must be in attendance to cue these.

8. Each team will be allowed a period of rehearsal on stage of not more than one hour. The date and time will be allocated by the Festival Committee: teams performing on the Saturday must be prepared to rehearse on the morning or afternoon of that day, if so arranged. All teams will be able to discuss any requirements at their rehearsal time.

(a) Access to and from back-stage is forbidden during the performance of any other team.

(b) All scenery, properties, costumes and stage equipment must be removed from the Theatre not later than Saturday night.

9. The Adjudicator will address the audience at the close of each evening. Written adjudications can also be arranged for companies provided that a request in writing is made to the organizers, together with the necessary fee, before the festival. On the Friday evening, the Adjudicator will announce the two groups chosen to perform again on the Saturday Gala Night, at which the winners of the various awards will be announced. Any award may be withheld if, in the opinion of the Adjudicator, a satisfactory standard is not achieved.

### GENERAL:

No responsibility for loss or damage to team's stage equipment, properties, costumes or any material they may bring to the theatre, can be accepted by the Festival Committee. Nor can the Committee be held responsible for any injury sustained by a member or members of competing teams during the course of the Festival or rehearsals therefore; each team should accordingly arrange its own insurance. Groups must ensure that they carry a minimum of £5,000,000 public liability insurance. A copy of such an insurance certificate has to be shown to the Festival Stage Manager or a copy sent with the programme details. Under the Health and Safety directive we have to make sure that all your cast and crew etc. are fully covered.

Except on matters appertaining to adjudication or arising from Rule 6, the ruling of the Festival Committee and its interpretation of these Rules shall be binding on all teams entering the Festival.

The Theatre Management operates a strict no smoking policy in all areas of the Theatre. Under no circumstances is straw or live flame (i.e. candles) to be used on stage or back-stage of the Theatre.

Groups are expected to familiarize themselves with and adhere to The Kenton Theatre's Health and Safety Policy, a copy of which is posted backstage at the theatre, and to follow the instructions of the Festival Stage Manager at all times.