



FESTIVAL RULES

1. The Festival Committee shall be formed by the organising body – Hertford Dramatic & Operatic Society.
2. Hertford Theatre Week is a competition for full-length productions with a running time not less than 70 minutes. At the discretion of the committee other types of productions may be considered as a non-competitive entry, e.g. multiple short productions to provide a complete evening of entertainment.
3. Plays entered may be original works or published plays released for amateur production. No play which has been performed at the festival venue in the nine months prior to the festival will be accepted. Acceptance of an entry shall be at the discretion of the Festival Committee, subsequently the Committee will only consider a change of entry in very exceptional circumstances.
4. All performers and producers shall be bona fide members of the competing Society and not in receipt of any fees or honoraria for the production entered in this Festival.
5. No person may perform in more than one production in the Festival.
6. The entry form shall be signed by an officer of the Society applying and this signature shall be deemed to acknowledge acceptance of the Festival rules.
7. Each entry shall be accompanied by a copy of the play chosen and the entrance fee paid by bank transfer to the account on the entry form.
8. Each entrant shall be prepared to act as reserve team if requested to do so by the Festival Committee. Any reasonable expenses incurred by the reserve team in maintaining a play in rehearsal but still not actually appearing, will be met by the Festival Committee up to a maximum commensurate with the current expenses for performing teams.
9. In the case of entrants finally selected, the following must be submitted to the Festival Secretary not later than the date specified when advised of acceptance:
 - (a) A receipt for the Royalty paid on the play to be entered (i.e. a copy of Licence to perform)
 - (b) Full details of cast, acts and scenes, time of action etc., together with the name of the Stage Manager & Director, for the programme.
10. The Adjudicator's decision in all matters related to the adjudication shall be final.
11. Written adjudications may be obtained, at an agreed fee, by PRIOR application to the Festival Committee. All aspects of the adjudication are the copyright of the Adjudicator and must not be quoted or recorded without the permission of the Adjudicator.
12. All scenery and stage furnishings, properties and costumes must comply with the current District and County Council Fire Prevention Regulations. Smoking is not permitted ANYWHERE on the Haileybury Campus. No naked lights or cigarettes are to be used on stage except by prior arrangement with the Festival Committee. Any infringement of this rule will be grounds for disqualification of the team.
13. All equipment for the stage must be delivered and cleared on the day of the performance, unless otherwise agreed with the Festival Stage Manager prior to the opening of the Festival.
14. A fully detailed stage plan **on the form provided**, together with comprehensive lighting information must be provided as soon as possible after acceptance of entry and not later than the date specified in the letter of acceptance.
15. Whilst every facility will be provided to teams' Stage Managers in respect of stage settings and preparations, the ultimate responsibility for all matters back-stage rests with the Festival Stage Manager, whose decision will be final.
16. The Festival Committee cannot accept responsibility for loss or damage to furniture or property of the teams or for personal injury by fire or accident.
17. All members of visiting teams who wish to sit in the auditorium for the performance, unless as part of the production, must be holders of a valid ticket. Visiting team members associated with the production may be admitted at the discretion of the Festival Stage Manager and House Manager if space permits.
18. The Festival Front of House Manager will be responsible for all front of house matters.
19. Any matter covered by these rules or any other matter not specifically covered by these rules shall be decided by the Festival Committee whose decision shall be final.