



Plays And Musicals

Lantern House
84 Littlehaven Lane
Horsham, West Sussex
RH12 4JB United Kingdom

Tel : +44 (0)700 593 8842

Fax : +44 (0)700 593 8843

E-Mail : sales@playsandmusicals.co.uk

Website : www.playsandmusicals.co.uk

APPLICATION FOR ROYALTY QUOTE (AMATEUR & EDUCATIONAL GROUPS)

Please complete and return the original Page 1 of this form.

We will then send you a combined Royalty Quotation and Performing Licence Application.

Name of Organisation	the 'Producing Organisation'	
Type of Organisation *	Amateur / School / Church / Other _____	
Contact Person		
Contact Address	Country : Zip/Postcode :	
Contact Telephone Number		
Contact E-Mail Address		
Organisation Position/Job Title		
Show(s) To Be Performed	1 st Title	the 'Work'
(if appropriate)	2 nd Title	the 'Work'
Performance Dates	From : : :	To : : :
Quantity of Performances		
Venue and Address <i>(NOTE : The postcode must be provided for UK Venues)</i>	Country : Zip/Postcode :	
Planned Ticket Price(s)	Standard : £	Concession : £
School & Colleges * Amateurs, please ignore	Open to Parents / Restricted to Students & Staff (No Parents)	
Seating Capacity of Hall/Theatre		

* delete as appropriate

Signature <i>of Contact Person</i>	
Date	

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How We Handle Applications for Licences to Perform

We have two type of performing licence – Fixed Fee and Variable Fee. For most plays and some musicals, a producing organisation will pay a fixed fee per performance irrespective of the size of audience. Most musicals though are licenced under the Variable Fee system, whereby the royalty payment due is based on a percentage of gross Box Office takings subject to a minimum royalty payment per performance.

For the sake of uniformity, we use the same application process for both types of licence, which is set out below ...

- 1) Either complete a printed Application for Royalty Quote and return it to us, or alternatively you may request a Royalty Quote online at our website ('How To Order', 'Order Forms').
- 2) We will then send you a combined Royalty Quotation and Licence Application (RQLA) form.
- 3) If you wish to proceed, please sign the RQLA form, and :-
 - a) For Fixed Fee licences, return the form with a cheque made payable to 'Plays And Musical' for the amount shown under 'Fee Payable'
 - b) For Variable Fee licences, return the form with a cheque made payable to 'Plays And Musical' for 25% of the Total Minimum Royalties shown.

In signing the RQLA, you undertake that your producing organisation will comply with our terms and conditions, as set out on the rear of the Royalty Quotation and Licence Application form, together with any supplementary conditions as may be set out on the Licence itself.

- 4) Applications should be made no later than six weeks prior to the first planned performance date, however, we recommend that large producing organisations should apply for and obtain a licence well in advance of starting rehearsals. Conversely, small producing organisations may be able to leave their applications quite late, although in so doing the risk is present that their application may be refused. (See also 'Festival Entries' below).
- 5) On receipt of either type of licence application, we will subject that application to a proximity test. This means that we will check whether there are ...
 - a) any previously licenced productions of that title taking place within a fifty mile radius (approximately) of the venue or
 - b) any previously licenced productions taking place within a three month period before or after any production in the same town, city or other location.
- 6) If the application passes the proximity test, then unless there are any other constraining factors, we will issue a 'Licence To Perform' which will be mailed to you, together with a Sales Receipt for the royalties paid. Producing Organisations must ensure that the Licence document so issued is on display to their audiences at each performance.
- 7) Producing Organisations with either Fixed Fee or Variable Fee productions will have no further need to contact us prior to their performances, unless any changes are needed to their licence.
- 8) Producing Organisations with Variable Fee licences will be sent a Royalty Declaration Form a few days before their last licenced performance. This should be completed by the Treasurer or Box Office Manager and must be completed and returned together with the additional royalties due within twenty-one days of the close of the final performance. We will then send a Sales Receipt in reply for the royalties paid.

Festival Entries

Where entries to play festivals are concerned, we can often, with suitable notice, provide a Licence document within 24hrs where an entry has won a heat and needs to perform again within a few days. In these instances, we ask that right at the outset Producing Organisations submit a separate Application for Royalty Quote form for each of the dates of all the heats, for which we will supply quotations. These quotations can then be 'cashed in' and Licences supplied, as the entry hopefully wins and moves on to the next heat. In the unfortunate event that the entry is not successful, the unused quotations are simply discarded.

Licences To Record

For nearly all of the titles in our catalogue we can issue a Licence To Record – ie the making of a video or audio recording. Please note these requests on the form overleaf. A fee is payable for this facility, but in return you will be allowed to make a recording for archival purposes which may be duplicated, and given or sold to members of the Producing Organisation (but not to any third parties). We will require two copies of the finished product of all the material recorded, and reserve the right to use this material in our future marketing of the play or musical concerned. You **MUST** therefore obtain all the necessary permissions from actors (especially child actors), musicians and the production's creative team to allow us this facility.