











## Additional Information

This registration form must be submitted no later than 5pm on Sunday 1st May 2022.

Leith Festival reserves the right and has final say on any editorial to be printed in the 2022 programme.

### DOES YOUR VENUE HAVE A PUBLIC ENTERTAINMENTS LICENCE OR THEATRE LICENCE?

If the answer is no, then you must ensure that you attain the correct licence for your event. The attaining of the relevant licence is your responsibility.

### WHAT IS A PUBLIC ENTERTAINMENT LICENCE?

A Public Entertainments Licence is required where you intend to have entertainment, such as a dance, concert, variety show or other entertainment to which members of the public are to be admitted and where some payment for admission is to be paid. If people must buy some article, e.g. a programme, then a Public Entertainments Licence is still required

### WHAT IS A THEATRE LICENCE?

A Theatre Licence is required where it is intended to perform any play in public. It does not matter if the performance is free - a licence is still required. A "Play" is defined in the 1968 Theatres Act as "any dramatic piece, whether involving improvisation or not, which is given wholly or in part by one or more persons actually present and performing and in which the whole or a major proportion of what is done by the person or persons performing, whether by way of speech, singing or action, involves the playing of a role" then a Theatre Licence is required for any premises or any place whether or not another type of licence is in force

Contact the City of Edinburgh District Council for guidance with any licencing issues you may have log onto:

<https://www.edinburgh.gov.uk/licences-permits>

### TECHNICAL REQUIREMENTS

You must provide or make provisions for your own lighting and sound. Leith Festival will not supply or rent on your behalf any lighting or sound equipment. If required, you must also arrange for door staff. Leith Festival will not supply any door staff on your behalf.

Each organiser or venue must make its own arrangements for the following:

- Any equipment required for your event
- All printing, distribution and sale of all tickets
- Securing dates and agreeing the hire with your choice of venue
- Marketing and poster campaign
- All merchandising

Leith Festival will provide advice and assistance wherever possible.

### MARKETING

Leith Festival is not responsible for promoting your event but will help wherever possible. On publication, you will be given a listing in the Leith Festival programme and on our website based on the information you have supplied.

We will also provide you with the Leith Festival 2022 logo to identify yourself as being part of the Festival in any of your advertising materials, posters/flyers.

### EVENT FORM AGREEMENT

Please make sure you have read and understood this form in full and agree to its terms and conditions before signing.

31. By clicking 'I agree' you are confirming you have read and understood the above information. \*

I agree

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Once complete, please submit this form to the Leith Festival Offices along with payment.