



## Applications for Performance Rights - GUIDELINES

1. Once you have chosen a play, before doing anything else, you need to check that the rights to perform are available for the dates you want to perform it.

Send us an email ([royalties@playbureau.com](mailto:royalties@playbureau.com)) with the following information and we will seek permission from the agents.

- Name of Group
- Dates of Performance
- Venue
- Seating Capacity
- Number of performances

2. Once permission has been given the application form needs to be completed. Download the applicable application from the website ([www.playbureau.com/royalties](http://www.playbureau.com/royalties))

Make sure that you fill in all the gaps, sign and email ([royalties@playbureau.com](mailto:royalties@playbureau.com)) or fax (034559959) to us. The rights are secured when the contract is signed by both parties and the booking fee is paid.

Until this time the rights can be withdrawn or issued to someone else.

3. It is part of our responsibilities to the publishers as their agent to ensure that a legal set of scripts is used. Most of our scripts are published works and therefore are not allowed to be photocopied.

Your options are to purchase or hire. To purchase through our bookstore we need at least 2 weeks notice to ensure we have the scripts when you want them. If obtained from elsewhere just send us a copy of the receipt or a photograph of your scripts so we can confirm they are the correct publication for the rights issued.

4. Lastly, the total royalty payment is due two weeks before opening night, this allows time to get the licence documentation to you.