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Thank you for your enquiry about one of Stephen Briggs' dramatisations of Sir Terry Pratchett's **Discworld**® novels published by Corgi.

I enclose an application form, which also includes some detailed information about the rules that will apply for any productions of the plays. Please do ensure that you read these thoroughly. We have licensed hundreds of productions in over twenty countries and, although, by and large, everything works on a fairly informal and good-natured basis, we *are* dealing with material which is copyright and with areas from which some people earn all or part of their living, so there do have to be rules. It's the lesson of bitter experience; for every fifty groups that are happy to 'play the game', there are one or two who'll try it on. If you're in any doubt about anything – ask first!

A royalty is payable but we do pitch this at a level below what is usually applicable for a 'normal' play. I enclose a table which shows how to calculate the amount of royalties. **The application and royalty cheque/payment made out to the Orangutan Foundation should be submitted to me as soon as your plans are definite and before any major production expenses have been incurred!**

Productions must remain faithful to the characters and settings of the original novels. The scripts are tried and tested versions and groups must use them as written unless there are genuinely pressing reasons why they cannot. If you are seeking approval for any minor alterations to the script, they must strictly adhere to Terry's text and – in every case - must be sent to me in good time to have them approved by Stephen well in advance. No changes may be made without approval. Do not assume any proposed changes will be agreed. **NOTE** – we are increasingly being told of productions where unapproved liberties have been taken with the text. If we hear of these, as a minimum, your show may be forced to halt – even if this is during the run.

Do not take liberties. It is vital that Rob Wilkins (on behalf of Sir Terry's Estate), Stephen and I have a clear picture of what amateur productions are happening and where. This letter does not grant permission for any performance to proceed; it is only when you have submitted the application form (and payment) to me, as Terry's Estate's and Stephen's agent, and received the formal Licence that you can be sure that you have permission for your production. **Let me stress – without the Licence, your production is not approved;** sorry to go on about this, but it's surprising how many groups fail to grasp this vital point!

Best wishes,

COLIN SMYTHE

Please note that 'Terry Pratchett' and 'Discworld' are Registered Trade Marks. It is VITAL that, whenever you use them in any publicity material for your shows, that they are followed by the trademark symbol [ANSII code 0174] – Terry Pratchett® Discworld® (if relevant).

You should also include, at the foot of any posters/handouts/playbills, and somewhere in any programmes the statement – " 'Terry Pratchett' and 'Discworld' are registered trademarks"

DISCWORLD® PLAYS: APPLICATION FOR AN AMATEUR PRODUCTION

FILL THIS IN AS SOON AS POSSIBLE

I wish to apply for permission to stage the following production:

TITLE OF PLAY: Terry Pratchett's _____

APPLICANT'S NAME & ADDRESS _____

_____ email address _____

NAME OF DRAMA CLUB/ SCHOOL _____

NAME & ADDRESS OF VENUE _____

VENUE CAPACITY _____ NUMBER OF PERFORMANCES _____

PRODUCTION DATES _____

TICKET PRICE(S) _____

ROYALTY PAYABLE: £ _____ (Payment enclosed)

I confirm that I am over 18 years of age, that this is an amateur production, that I have read and understood the notes appended to this application and that all the details given above are accurate.

SIGNED: _____ DATE: _____

NAME (Block Capitals): _____

PLEASE – READ THE FOLLOWING NOTES: THEY ARE IMPORTANT --

DON'T TAKE US FOR GRANTED

- We almost always give permission for the plays to be performed – but we must be asked well in advance, and we *must* be asked. This application form is *not* an authority to perform the above play.
- The availability of the plays for amateur performance should not be taken for granted. It is strongly recommended that permission is sought as soon as possible after you have decided that the production will go ahead if licensed and before any significant expenditure is incurred. **DO NOT** apply for the licence at the last minute as this could jeopardise your production.
- Rob Wilkins (on behalf of Sir Terry Pratchett's Estate) and Stephen Briggs will be entitled to receive two tickets each, free of charge, for the performance of their choice. Any additional tickets may be charged at normal rates.

NOTE: I normally reply within 24 hours of receiving applications, so if you have not heard within two weeks of posting me the form and licence fee, it would be wise to contact me.

ROYALTIES / FEES

- Normally a non-refundable royalty/fee is charged for performances. This must be paid **before** a production can be authorised. **Cheques should be payable to the Orangutan Foundation.**

EXCLUSIVITY

- The issuing of a permission for an amateur production does not grant any exclusivity. Applicants are advised to make their own checks to avoid local clashes.

COPYING

- Any unauthorised copying of the play, either by photocopying, re-typing, handwriting, video/audio recording or by any other means, will be a breach of copyright. **This restriction extends to all posting of videos to social media.** Copies of the plays can be bought at a discount direct from the publishers – email **penguincashsales@tbs-ltd.co.uk** telling them how many copies you want.
- If you would like to make a video of your production, you should seek permission straight away. If approval is granted, copies would have to be restricted solely to the cast and crew, with two additional copies being sent to me for the authors.

TEXT CHANGES

- No alterations, additions or deletions may be made to the text of the plays without prior permission from Rob Wilkins (on behalf of Sir Terry Pratchett's Estate) or Stephen Briggs. This permission will not be unreasonably withheld, but must be sought **well in advance**. Again, do not take us for granted... if you do not ask about text changes well in advance you increase the likelihood that they will be rejected!

BILLING

- The names of **Terry Pratchett** and **Stephen Briggs** must appear on all announcements, posters and programmes, typically in the form *XX Players present Terry Pratchett's MORT, adapted by Stephen Briggs*. Terry's name must be in a font no less than 30% of the size of title. Stephen's name is much less important – but still must have more prominence than that of anyone connected with the production (e.g., Director, Producer, Costumier). All announcements, handbills, posters and programmes for the show must make it clear that this is an **AMATEUR PRODUCTION**. This must be prominent.

TRADE MARKS AND COPYRIGHT

Please note that 'Terry Pratchett' and 'Discworld' are Registered Trade Marks. It is VITAL that, whenever you use them in any publicity material for your shows, that they are followed by the trade mark symbol [ANSII code 0174] – Terry Pratchett® Discworld®
You should also include, at the foot of any posters/handouts/playbills, and somewhere in any programmes the statement – " 'Terry Pratchett' and 'Discworld' are registered trademarks"
You also need to include in the programmes a statement that the play is copyright © by Terry Pratchett and Stephen Briggs, followed by its publication date [it's in the Corgi edition of the play]

ARTWORK

- The copyright for the artwork on the books and playscripts rests with the artists themselves, who should be contacted via the publishers prior to using any of their work in publicity for the plays.

PENALTIES

- If you fail to apply in good time, or if you act in breach of these terms or of any licence, your production may not be allowed to proceed and action might have to be taken for breach of copyright. At the very least, it is likely that an additional penalty charge will be added to the normal royalty.

WHERE TO SEND YOUR APPLICATION

- Applications for permission to perform should be sent, with the royalty cheque/payment (made out to the Orangutan Foundation), to *Colin Smythe Limited, 38 Mill Lane, Gerrards Cross, Bucks SL9 8BA* Please remember to enclose a stamped, self-addressed envelope

with your application if you live in the UK and want the licence posted to you, otherwise you will receive it as an email file. Please write your email address on the back of the cheque.

DISCWORLD® PLAYS - SCALE OF ROYALTIES

This indicates the rate of royalty payment per performance (It does **not** indicate the rate for a whole 'run'). To find out what you need to pay, multiply the relevant rate by the number of planned performances. **Cheques payable to the Orangutan Foundation.** All payments must be made in sterling (unless otherwise arranged).

If simpler for you, you can also send your payment direct to the Orangutan Foundation, at Lloyd's Bank, Baker Street, London, Account no. 01305439, Branch Code. 30-90-39, IBAN: GB38 LOYD 3090 3901 3054 39, BIC: LOYDGB21135. Alternatively, you can pay online via card or PayPal here: www.orangutan.org.uk/donate, but you **must** inform me when you do so in order that I can issue the License. You can use my email address cpsmythe@aol.com, if preferred.

AVERAGE TICKET PRICE⇒	up to £2	£2.01 to £3	£3.01 to £4	£4.01 to £5	£5.01 to £6	£6.01 to £7	£7.01 to £9	£9.01 to £10	£10.01 to £12	£12.01 to 14	£14+
THEATRE CAPACITY ↓											
Up to 80 seats	£10	£15	£20	£25	£35	£45	£55	£65	£75	£85	£95
81-100 seats	£15	£20	£25	£30	£40	£50	£60	£70	£80	£90	£100
101-150 seats	£20	£25	£30	£35	£45	£55	£65	£75	£85	£95	£105
151-200 seats	£25	£30	£35	£40	£50	£60	£70	£80	£90	£100	£110
201-250 seats	£30	£35	£40	£45	£55	£65	£85	£85	£95	£105	£115
251-300 seats	£35	£40	£45	£50	£60	£70	£90	£90	£100	£110	£120
300-400 seats	£40	£45	£50	£55	£65	£75	£95	£95	£110	£120	£130

LARGE PRODUCTIONS. Productions which fall outside the parameters of this table (ie., theatres with a capacity of 401 seats or more, or where any ticket price exceeds the Sterling equivalent of £14.00) should **immediately** contact me, at *Colin Smythe Limited, 38 Mill Lane, Gerrards Cross, Bucks SL9 8BA tel.01753 886000*, or email cpsmythe@aol.com.

FEE REDUCTIONS. The authors may, in exceptional circumstances, reduce the above rates or waive them entirely. Groups which feel their production falls into that exceptional category should contact me as above.

CLASHES WITH PROFESSIONAL SHOWS. As a general rule, productions of Discworld plays in venues with a capacity of 250 seats or more may not be staged within 18 miles of, and within 6 weeks before and two weeks after any touring professional performance. If you're in doubt, write to *Colin Smythe Ltd, 38 Mill Lane, Gerrards Cross, Bucks SL9 8BA* or email me.

WHAT IF WE'RE FOREIGN OR PAY DIRECT TO THE FOUNDATION'S BANK? HOW DOES THE FOREIGN EXCHANGE WORK? Read the chart as though the sterling prices were expressed in your own currency, and do the exchange into sterling at the end. Let's say, for example, you're charging €3.5 Euros for your tickets, in a 150-seater theatre. You look at the chart where the tickets price is '£3.50' (i.e., '£3.01 to £4'), look down to cross-refer to the theatre capacity and it shows a figure, per performance, of '£30' or, in our example, €30 Euros. If you're doing four performances, you have a total royalty – in this example – of €120 Euros. You then convert €120 Euros into sterling and send me a bank draft for the sterling sum. What if the price in your currency is more than 14.00 – for example, ¥2,500Yen? Then convert your ticket price into sterling before you start your calculations and use the scale above to work out how much to pay.

TRANSLATIONS If the published play is to be translated into a foreign language for performance, a discount of 10% is usually allowed to the above rates, for an accurate translation.

Fee Scale revised 28 July 2000. Rates for ticket prices above £10.00 added in 2012. This form updated 7 November 2016.