

**AUCKLAND COMMUNITY THEATRE TRUST
ACTT THEATRE AWARDS**

TERMS AND CONDITIONS 2018

1. These are the terms and conditions of the Auckland Community Theatre Trust Incorporated ("ACTT") Theatre Awards competition ("the competition"). Completing the prescribed entry form and submitting this form to ACTT along with the prescribed fee is deemed acceptance of all the applicable terms and conditions in force from time to time

2. **ENTERING THE COMPETITION**
Productions are entered using the link on the 'Entries and Downloads' page of the ACTT website (www.actt.co.nz). Inclusion of the production in the competition must be approved by the committee producing the production. Once the entry form is completed, a confirmation email and invoice will be sent to the organiser. Dramatic, comedic and/or musical theatre productions are eligible for entry in the competition. ACTT reserves the right to decline entry to any production which it considers, in its absolute discretion, does not meet the requirements of a dramatic, comedic or musical theatre production, or would otherwise have a negative impact on the competition.

3. **ENTRY DEADLINES**
Entries must be submitted to ACTT by 28 February each year. Entries after that date need to be approved by the ACTT Committee and the ACTT competition judges.

4. **ENTRY FEES**
The entry fee for 2018 is \$40 per production. **All entry fees are non-refundable.** ACTT reserves the right to withhold or remove nominations, without notice, from any group that has not paid their entry fee by 31 December in the year of entry.

5. **ELIGIBILITY**
Entry into the ACTT theatre competition is open to all community theatre groups within the Auckland geographical area, as determined by ACTT. Theatre groups may enter any number of productions each year. To be eligible for entry, productions must have at least one evening performance (after 6.30pm). Production seasons may take place at any time between 1 January and 31 December each year. **Individual nominees must have been financial members of the group that entered the production, at the time of the production season.** It is the responsibility of the theatre group to notify ACTT, by the end of the year, if any person who is eligible for nomination in any category has failed to meet this condition for nomination.

6. **USE OF PROFESSIONALS**
Designers/directors/performers who are paid for their involvement in a production are not be eligible for nomination, however the production itself and others involved may be. If a person who is a professional designer/director/performer by trade works on the production without payment, they will be eligible for nomination.

7. **CHANGES TO PRODUCTIONS AFTER ENTRY**
Any change to a production, including but not limited to: name of production, venue, performance dates (including cancellation or postponement) must be notified to ACTT at least one (1) month prior to opening night, or as soon as practicable in the case of unforeseen circumstances. It is the responsibility of the theatre group or its representative to ensure ACTT has correct details. If ACTT does not receive sufficient notice this may impact the number of Judges, if any, who are able to attend a production. This may impact on the ability of the production and the individuals involved to receive nominations or awards.

8. **PROVISION OF TICKETS**
By entering a production into the ACTT competition, you agree to provide two (2) complementary tickets for each judge to attend a performance of their choice (subject to availability), and supply them with a copy of the programme prior to the performance they attend.

9. **APPOINTMENT OF JUDGES**
A judging panel will be selected and convened by ACTT for the purposes of adjudicating productions entered into the competition. The choice of judges is at the sole discretion of the ACTT Committee.

10. CORRESPONDENCE

All decisions of ACTT, its representatives (including judges) and affiliates are final. No correspondence will be entered into.

11. PUBLICITY

Entry into the competition constitutes consent to use winners' and entrants' names & photos for any promotional purposes, subject to any relevant licence agreement and/or the Copyright Act 1994 (as amended) regarding any copyrighted material in the Production itself.

12. PRIVACY

Pursuant to the Privacy Act 1993, ACTT is required to store all personal information provided by you in a secure manner and will not disclose any personal information provided unless to do so is deemed necessary to carry out the functions for which the information was collected or, if it believes in good faith that you consent to the disclosure, or it is legally required to do so. You may request a copy of your personal information held by ACTT at any time and request that any errors or omissions are updated, as is your right.

13. AWARDS

ACTT or its nominee will organise and prepare an award evening to announce and distribute the ACTT Theatre Awards annually at a date to be announced by ACTT from year to year. Awards are not transferable and not redeemable for cash.

14. LIABILITY

ACTT, its representative and affiliates are not liable for any loss, damage or injury by any person, whether natural or legal, in connection with the awards evening or any production.

15. AMENDMENTS TO THE COMPETITION

ACTT reserves the right to extend, postpone, amend, or cancel the theatre competition as it sees fit and to update, alter and delete the terms and conditions without notice. A copy of the relevant terms and conditions in force from time to time may be obtained by writing to the Secretary, ACTT, PO Box 1, Kaukapakapa, Auckland 0873 or from the ACTT website, www.actt.co.nz.