

# PROCTORIAL NOTICE

## PUBLIC PERFORMANCES AND PUBLIC ENTERTAINMENTS

1. Performances of plays and other entertainments *in public*, whether indoors or out of doors, may require a licence from a public authority such as the Cambridge City Council or the Cambridgeshire County Council. Licensing requirements and procedures are determined under (*inter alia*) the Theatres Act 1968 and the Licensing Act 2003. Cambridge City Council provides guidance on requirements and procedures at <http://www.cambridge.gov.uk/ccm/navigation/business/licensing-and-permissions>.
2. Plays, musicals or ballets, concerts and recitals or readings, May Balls, sporting displays, and other such entertainments, all constitute performances in public, whether or not admission is by payment. Any such play, or other entertainment, that is held and ticketed, with an expectation of a profit being made, will require to be licensed. (Performances in places of worship do not generally require licensing.)
3. Those organizing public performances and entertainments must inform themselves of and abide by all the relevant licensing and other requirements. Applications for licences may need to be made at least **fourteen** days in advance to the relevant authority. Even on premises where a licensing certificate is in force, a particular event or performance may require **ten** days' notice. Events requiring a licence must not be advertised before the requisite licence has been obtained.
4. Organizers of events intended to take place on College premises must seek advice and permission beforehand from the relevant College authorities. For events intended to take place elsewhere, advice may be sought from the Proctors.
5. Organizers of licensed events are reminded that it is an offence to 'fly-post', i.e., to affix advertising material to buildings, trees, etc., without the owners' permission.
6. Even if an event does not require a licence, its organizers may be held responsible if inadequate precautions are taken to ensure the safety of performers and audience. Failure to comply can lead to prosecution of the organizers and of those making the premises available, including for example Colleges or owners of private land.
7. Presenters and producers of plays or other entertainments are reminded that under the Theatres Act 1968 all concerned in a production may be liable to prosecution if the words or action involved in the performance constitute a criminal offence (e.g., obscenity, incitement to racial or religious hatred, or provocation likely to lead to a breach of the peace). They may also be liable to civil action for defamation.

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