



St Andrew's Psalter Lane Church

An Anglican Methodist Partnership

St Andrew's Psalter Lane Church - Public Concert/Performance Return Form

Dear Event Organiser,

If you use copyright music in public, you must first obtain the permission of the writer or composer whose music you play. In order to do this St Andrew's Psalter Lane Church holds a music licence from PRS Music that grants legal permission to play copyright music in the Church/Shirley House.

Under this licence, the hirer must provide the details below. We will then issue you with an invoice based on PRS Music's tariffs of the royalties owing to the copyright holders. To facilitate the issue of a prompt invoice, the PRS fee should be calculated using the following criteria:

As our venue works mostly with live music performances/concerts our account is set up as LIVE, meaning licencing will be done retrospectively, after the event has taken place. It is done to obtain information about the box office/ attendance which is necessary to calculate accurate royalties based on the most appropriate Tariffs. Please see below the list of the most relevant Tariffs for our venue with up-to-date Tariff Rates. Tariff rates might change, so it is worth checking Tariff information on the website before planning an event. <https://pplprs.co.uk/business/other/>

Tariff LP – for popular music concerts. (We need full ticket breakdown, ticket categories, price per admission and number of admissions) Price calculated: 4.2% *Box office NET = Royalties due to pay +VAT (subject to a minimum fee of £20 + VAT). Please see Tariff description for more details.

Tariff LC – for classical music concerts. (We need full ticket breakdown, ticket categories, price per admission and number of admissions)
Price calculated: 6.5% *Box office NET = Royalties due to pay +VAT (subject to a minimum fee of £33.79 + VAT)

Free to attend events are charged £19.50 +VAT for first 50 people attended; additional cost of £9.76 for each next group of (up to) 25. Please see Tariff description for more details. If music played is out of copyright, it is essential for us to obtain a setlist for it, so our classical music specialist can classify it, if we don't hold a setlist PRS assume music is chargeable.

Tariff GP - for cinema screenings, free events at which live popular music was used , dance shows etc. (£7.09 + VAT for first 100 people capacity; additional cost £1.71 for next group of 25)



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Please provide the following information for **every** event you hold:

Name of Hirer: (Group or Organisation)			
Contact Name:		Telephone No.	
Contact Address & Post Code:			
Email Address:			
Billing details: (if different from above)			

Event Title / Name of performing act:					
Amount taken on the door/Ticket Sales:		No. of persons attending:		Date of event:	
Ticket categories and cost per ticket:					

TARIFFS DUE (show the calculation)

Tariff LP (minimum fee £20+VAT)	
Tariff LC (minimum fee £33.79 +VAT)	
Tariff GP	

PTO



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Programme/List of Music played

Title	Composer

Form completed by:

Signed:

Date:

Please return the form **as soon as possible following your event**, preferably within 24 hours, but a maximum of 7 days to:

Church Office, Shirley House, 31 Psalter Lane, Sheffield S11 8YL

Email: office@standrewspalterlane.org.uk