

CR1/«Field3»



«Date»

«MrMs»
 «Title»
 «Company»
 «Address1»
 «Address2»

Dear «Salutation»

«Premise»
 «Field1»
 «Field4»

Further to our recent telephone conversation, I have enclosed the necessary Permit Licence for the above event.

The copyright owner's permission or the relevant licence must be obtained when copyright music is performed in public, whether the performance is of live music or recorded music. In Australia this can be done by obtaining a licence from APRA (Australasian Performing Right Association Ltd). APRA is a non-profit organisation that owns and controls the exclusive right of public performance in a vast worldwide repertoire of copyright music. Through its reciprocal agreements with more than 70 societies around the world, APRA represents over a million composers, authors and music publishers, covering a wide array of musical styles. This means that an APRA licence should be obtained prior to any public performance of copyright music.

As the above event has already taken place, please sign the attached Licence Application and return it to our office within the next 14 days.

Please do not hesitate to contact me if you need any assistance in completing the licence application. I look forward to receiving your early reply.

Yours sincerely

«Field2»
 LICENSING REPRESENTATIVE

Enc: Permit Licence

b. B45

CR2/«Field3»

«Date»



«MrMs»
 «Title»
 «Company»
 «Address1»
 «Address2»

Dear «Salutation»

«Premise»
 «Field1»
 «Field4»

Further to our previous correspondence, I am writing to advise you that we have not yet received your completed licence application for the above event/s.

I would like to remind you that:

1. The copyright owner's permission or the relevant licence must be obtained when copyright music is performed in public;
2. Performances can occur by any means (whether the performance is of "live" or recorded music, or occurs by means of playing music via radio or TV sets), and are given in "public" when they occur outside the domestic/family circle;
3. Copyright is a form of property, and when copyright musical works are performed in public without the owners' permission or the relevant licence, an infringement of copyright may occur;
4. APRA represents more than one million copyright owners from around the world through reciprocal agreements with over 70 societies; and
5. APRA is able to grant blanket licences for the public performance of any and all of the works within its worldwide repertoire.

You must apply for the appropriate licence prior to the event taking place. As the above event has already taken place, please immediately sign the attached Licence Application and return it to our office.

While APRA is entitled to take legal action if the copyright in its repertoire is infringed, we would prefer to resolve this matter by granting you the appropriate licence as soon as possible.

Please do not hesitate to contact me if you require any assistance in completing the licence application. I look forward to receiving your signed agreement prior to the first performance date.

Yours sincerely

«Field2»
 LICENSING REPRESENTATIVE

\$CM1/«Field3»

«Date»



«Title»

«MrMs»

«Company»

«Address1»

«Address2»

Dear «Salutation»

«Premise»

«Field4»

«Field1»

Further to our recent telephone conversation, I have enclosed the necessary Permit Licence for the above event.

As you will see:

1. The licence agreement should be signed and returned to us prior to the commencement of the event.
2. Upon receipt of your signed agreement APRA will forward an invoice for the amount payable. Payment is required within 14 days of the invoice date.

APRA's licences help you to comply with your copyright obligations, and the licence fees that we collect are distributed in the form of royalties to composers, authors and music publishers.

Please do not hesitate to contact me if you need any assistance in completing the licence application. I look forward to receiving your signed agreement prior to the first performance date.

Yours sincerely

«Field2»

LICENSING REPRESENTATIVE

Enc Licence, Performance Statements x 1



APRA Licence Application

6. B47

\$CM2/«Field3»

«Date»



«MrMs»
 «Title»
 «Company»
 «Address1»
 «Address2»

Dear «Salutation»

«Premise»
 «Field1»
 «Field4»

I refer to our previous correspondence and advise that we have not yet received your completed licence application for the above event/s.

I would like to remind you that:

1. The copyright owner's permission, or the relevant licence must be obtained when copyright music is performed in public;
2. Performances of music can occur by any means (whether they are "live", or occur by the playing of recorded music or the playing of music via radio or TV sets), and are given in "public" when they occur outside the domestic/family circle;
3. Copyright is a form of property, and when copyright musical works are performed in public without the owners' permission, an infringement of copyright may occur;
4. APRA represents more than one million copyright owners from around the world through reciprocal agreements with over 70 societies; and
5. APRA is able to grant blanket licences for the public performance of any and all of the works within its worldwide repertoire.

You must apply for the appropriate licence prior to the event taking place. While APRA is entitled to take legal action if the copyright in its repertoire is infringed, we would prefer to resolve this matter by granting you the relevant licence as soon as possible.

Please do not hesitate to contact me if you require any assistance in completing the licence application. I look forward to receiving your signed agreement prior to the first performance date.

Yours sincerely

«Field2»
 LICENSING REPRESENTATIVE

Enc: Permit Licence

6. B48

\$L1A/«Field3»

«Date»



«Title»

«MrMs»

«Company»

«Address1»

«Address2»

Dear «Salutation»

«Premise»

«Field1»

«FIELD4»

Thank you for your enquiry about an APRA licence for the above event/s. I have enclosed the necessary Live Performance licence agreement for your completion.

As you will see:

1. The licence agreement should be signed and returned to us prior to the commencement of the event along with payment of the attached invoice which is an advance payment on your total amount payable.
2. You should retain the *PERFORMANCE STATEMENT* pages and complete details of works performed by the group(s) or individual (s) during the course of the event.
3. Within fourteen (14) days after the last performance the *PERFORMANCE STATEMENTS* and *GROSS EXPENDITURE STATEMENT* should be forwarded to this office.
4. Upon receipt of these statements APRA will then forward an invoice for an amount payable calculated at 2.2% of gross expenditure on live artist performers. The amount payable is subject to the Minimum Fee of \$38.50.
5. The amount payable should be forwarded to APRA within 14 days of the invoice date.

APRA's licences help you to comply with your copyright obligations, and the money that we collect is distributed to composers, authors and music publishers on a non-profit basis.

Please do not hesitate to contact me if you need any assistance in completing the licence application. I look forward to receiving your signed agreement prior to the first performance date.

Yours sincerely

«Field2»

LICENSING REPRESENTATIVE

Enc Licence, Performance Statements x 1

«Date»

«MrMs»
«Title»
«Company»
«Address1»
«Address2»

Dear «Salutation»

«Premise»
«Field1»
«Field4»

Further to our previous correspondence. I am writing to advise you that we have not yet received your completed licence application and advance payment for the above event/s.

I would like to remind you that:

1. the copyright owners' permission or the relevant licence must be obtained when copyright music is performed in public;
2. performances of music can occur by any means (whether "live", or of recorded music, or by the playing of music via radio or TV sets), and are given in "public" when they occur outside the domestic/family circle;
3. copyright is a form of property, and when copyright musical works are performed in public without the owners' permission, an infringement of copyright may occur;
4. APRA represents more than one million copyright owners from around the world through reciprocal agreements with over 70 societies; and
5. APRA is able to grant blanket licences for the public performance of any and all of the works within its worldwide repertoire.

You must apply for the appropriate licence prior to the event taking place. While APRA is entitled to take legal action if the copyright in its repertoire is infringed, we would prefer to resolve this matter by granting you the appropriate licence as soon as possible.

Please do not hesitate to contact me if you need any assistance in completing the licence application. I look forward to receiving your signed agreement and advance payment prior to the first performance date.

Yours sincerely

«Field2»
LICENSING REPRESENTATIVE

Enc: Live Performance Licence, Performance Statement

\$L1/«Field3»

«Date»



«Title»

«MrMs»

«Company»

«Address1»

«Address2»

Dear «Salutation»

«Premise»

«Field1»

«FIELD4»

Thank you for your enquiry about an APRA licence for the above event/s. I have enclosed the necessary Live Performance licence agreement for your completion.

As you will see:

1. The licence agreement should be signed and returned to us prior to the commencement of the event.
2. You should retain the *PERFORMANCE STATEMENT* pages and complete details of works performed by the group(s) during the course of the event.
3. Within 14 days after the last performance the *PERFORMANCE STATEMENTS* and *GROSS EXPENDITURE STATEMENT* should be forwarded to this office.
4. Upon receipt of these statements, APRA will forward an invoice for an amount payable calculated at 2.2% of gross expenditure from live performances. The amount payable is subject to the Minimum Fee of \$38.50 inclusive of GST.
5. The amount payable should be forwarded to APRA within 14 days of the invoice date.

APRA's licences help you to comply with your copyright obligations, and the money that we collect is distributed to composers, authors and music publishers on a non-profit basis.

Please do not hesitate to contact me if you need any assistance in completing the licence application. I look forward to receiving your signed agreement prior to the first performance date.

Yours sincerely

«Field2»

LICENSING REPRESENTATIVE

Enc Licence, Performance Statements x 1

L2/«Field3»

«Date»



«MrMs»

«Title»

«Company»

«Address1»

«Address2»

Dear «Salutation»

«Premise»

«Field1»

«Field4»

Further to our previous correspondence, I am writing to advise you that we have not yet received your completed licence application for the above event/s.

I would like to remind you that:

1. the copyright owners' permission or the relevant licence must be obtained when copyright music is performed in public;
2. performances of music can occur by any means (whether the performance is "live", or of recorded music or occurs by playing music via radio or TV sets), and are given in "public" when they occur outside the domestic/family circle;
3. copyright is a form of property, and when copyright musical works are performed in public without the owners' permission, an infringement of copyright may occur;
4. APRA represents more than one million copyright owners from around the world through reciprocal agreements with over 70 societies; and
5. APRA is able to grant blanket licences for the public performance of any and all of the works within its worldwide repertoire.

You must apply for the appropriate licence prior to the event taking place. While APRA is entitled to take legal action if the copyright in its repertoire is infringed, we would prefer to resolve this matter by granting you the appropriate licence as soon as possible.

Please do not hesitate to contact me if you need any assistance in completing the licence application. I look forward to receiving your signed agreement prior to the first performance date.

Yours sincerely

«Field2»

LICENSING REPRESENTATIVE

Enc: Live Performance Licence, Performance Statement

\$LLA/«Field3»

«Date»



«Title»
 «MrMs»
 «Company»
 «Address1»
 «Address2»

Dear «Salutation»

«Premise»
 «Field4»
 «Field1»

Thank you for signing and returning the licence agreement for the above event. Your copy is enclosed.

As the last performance date is , the gross expenditure and performance statements are **due** by . Upon receipt of this information APRA will forward an invoice for licence fees.

Please do not hesitate to contact me if you need any assistance in relation to this matter. I look forward to your early reply.

Yours sincerely

«Field2»
 LICENSING REPRESENTATIVE

\$LEX/«Field3»

«Date»

«Title»
«MrMs»
«Company»
«Address1»
«Address2»

Dear «Salutation»

«Premise»
«Field1»
«Field4»

Further to our previous correspondence regarding the above event, I am writing to advise you that the following items remain outstanding:

1. Gross Expenditure Statement
2. Performance Statement(s)

Kindly forward the above items to this office within **7 days**.

Please do not hesitate to contact me if you need any assistance in relation to this matter.

Yours sincerely

«Field2»
LICENSING REPRESENTATIVE

6-BS7

\$LR1/«Field3»



«Date»

«MrMs»
 «Title»
 «Company»
 «Address1»
 «Address2»

Dear «Salutation»

«Premise»
 «Field1»
 «Field4»

Further to our recent telephone conversation, I have enclosed the necessary Live Performance Licence and Performance Statement/s for the above event.

The copyright owners' permission or the relevant licence must be obtained when copyright music is performed in public, whether the performance is live or a performance of recorded music. In Australia this can be done by obtaining a licence from APRA (Australasian Performing Right Association Ltd). APRA is a non-profit organisation that represents more than one million composers, authors and music publishers from around the world. Through its reciprocal agreements with more than 70 societies, APRA's worldwide repertoire covers a vast array of musical styles. An APRA licence should be obtained prior to any public performance of APRA controlled copyright music.

As the above event has already taken place, please sign the attached licence application and return it to our office with the *Gross Expenditure* and *Performance Statements*.

Please do not hesitate to contact me if you need any assistance in completing the licence application. I look forward to receiving your completed licence agreement and statements within the next 14 days.

Yours sincerely

«Field2»
 LICENSING REPRESENTATIVE

Enc: Live Performance Licence, Performance Statement

\$LR2/«Field3»

«Date»



«MrMs»
 «Title»
 «Company»
 «Address1»
 «Address2»

Dear «Salutation»

«Premise»
 «Field1»
 «Field4»

Further to our previous correspondence, I am writing to advise you that we have not yet received your completed licence application for the above event/s.

I would like to remind you that:

1. the copyright owners' permission or the relevant licence must be obtained when copyright music is performed in public;
2. performances can occur by any means (whether the performance is "live" or recorded music, or occurs by playing music via radio or TV sets), and are given in "public" when they occur outside the domestic/family circle;
3. copyright is a form of property, and when copyright musical works are performed in public without the owners' permission, an infringement of copyright may occur;
4. APRA represents more than one million copyright owners from around the world through reciprocal agreements with over 70 societies; and
5. APRA is able to grant blanket licences for the public performance of any and all of the works within its worldwide repertoire.

You must apply for the appropriate licence prior to the event taking place. As the above event has already taken place, please sign the attached licence application and return it to our office with the **gross expenditure and performance statements** within the next **14 days**.

While APRA is entitled to take legal action when the copyright in its repertoire is infringed, we would prefer to resolve this matter by granting you the appropriate licence as soon as possible.

Please do not hesitate to contact me if you need any assistance in completing the licence application. I look forward to completed documentation within the next **14 days**.

Yours sincerely

«Field2»
 LICENSING REPRESENTATIVE

6. B 56

\$E1A/«Field3»

«Date»

«Title»

«MrMs»

«Company»

«Address1»

«Address2»

Dear «Salutation»

«Premise»

«Field1»

«FIELD4»

Thank you for your enquiry about an APRA licence for the above event/s. I have enclosed the necessary Catered Entertainment licence agreement for your completion.

As you will see:

1. The licence agreement should be signed and returned to us prior to the commencement of the event along with payment of the attached invoice which is an advance payment on your total licence fees.
2. You should retain the PERFORMANCE STATEMENT pages and complete details of works performed by the group(s) or individual(s) during the course of the event.
3. Within 30 days of the event a statement of gross sums paid for admission should be forwarded to this office along with a statement of food and drink expenses and the performance statement/s.
4. Upon receipt of these statements APRA will forward an invoice for licence fees calculated at 1.859% of gross box office receipts less a maximum of 40% food and drink expenses. Licence fees are subject to the Minimum Licence Fee of \$44.00 inclusive of GST.
5. Licence fees are payable within 14 days of the invoice date.

APRA's licences help you to comply with your copyright obligations, and the licence fees that we collect are distributed to composers, authors and music publishers on a non-profit basis.

Please do not hesitate to contact me if you need assistance in completing the licence application. I look forward to receiving your signed agreement prior to the event.

Yours sincerely

«Field2»

LICENSING REPRESENTATIVE

Enc Licence, Performance Statements x 1

6. B57

\$E2A/«Field3»

«Date»

«Title»

«MrMs»

«Company»

«Address1»

«Address2»

Dear «Salutation»

«Premise»

«Field1»

«FIELD4»

Further to our previous correspondence, I am writing to advise you that we have not yet received your completed licence application and advance payment on your total licence fees for the above event/s.

I would like to remind you that:

1. the copyright owners' permission or relevant licence must be obtained when copyright music is performed in public;
2. performances can occur by any means (whether they are "live" or of recorded music, or occur by playing music via radio or TV sets), and are given in "public" when they occur outside the domestic/family circle;
3. copyright is a form of property, and when copyright musical works are performed in public without the owners' permission, an infringement of copyright may occur;
4. APRA represents more than one million copyright owners from around the world through reciprocal agreements with over 70 societies; and
5. APRA is able to grant blanket licences for the public performance and communication of any and all of the works within its worldwide repertoire

You must apply for the appropriate licence prior to the event taking place. While APRA is entitled to take legal action if the copyright in its repertoire is infringed, we would prefer to resolve this matter by granting you the appropriate licence as soon as possible.

Please do not hesitate to contact me if you need any assistance in completing the licence application. If you are playing copyright music within APRA's repertoire, I look forward to receiving your signed agreement and advance payment on your total licence fees prior to the first performance date.

Yours sincerely

«Field2»

LICENSING REPRESENTATIVE

Enc Licence, Performance Statements x 1

6.358

\$E1/«Field3»

«Date»



«Title»

«MrMs»

«Company»

«Address1»

«Address2»

Dear «Salutation»

«Premise»

«Field1»

«FIELD4»

Thank you for your enquiry about an APRA licence for the above event/s. I have enclosed the necessary Catered Entertainment licence agreement for your completion.

As you will see:

1. The licence agreement should be signed and returned to us prior to the commencement of the event.
2. You should retain the PERFORMANCE STATEMENT pages and complete details of works performed by the group(s) or individual(s) during the course of the event.
3. Within 30 days of the event a statement of gross sums paid for admission should be forwarded to this office along with a statement of food and drink expenses and the performance statement/s.
4. Upon receipt of these statements APRA will forward an invoice for licence fees calculated at 1.859% of gross box office receipts less a maximum of 40% food and drink expenses. Licence fees are subject to the Minimum Licence Fee of \$38.50 inclusive of GST.
5. Licence fees are payable within 14 days of the invoice date.

APRA's licences help you to comply with your copyright obligations, and the licence fees that we collect are distributed to composers, authors and music publishers on a non-profit basis.

Please do not hesitate to contact me if you need assistance in completing the licence application. I look forward to receiving your signed agreement prior to the event.

Yours sincerely

«Field2»

LICENSING REPRESENTATIVE

Enc Licence, Performance Statements x 1

\$E2/«Field3»

«Date»

«Title»
 «MrMs»
 «Company»
 «Address1»
 «Address2»

Dear «Salutation»

«Premise»
 «Field1»
 FIELD4»

Further to our previous correspondence, I am writing to advise you that we have not yet received your completed licence application for the above event/s.

I would like to remind you that:

1. the copyright owners' permission or relevant licence must be obtained when copyright music is performed in public;
 2. performances can occur by any means (whether they are "live" or of recorded music, or occur by playing music via radio or TV sets), and are given in "public" when they occur outside the domestic/family circle;
 3. copyright is a form of property, and when copyright musical works are performed in public without the owners' permission, an infringement of copyright may occur;
 4. APRA represents more than one million copyright owners from around the world through reciprocal agreements with over 70 societies; and
- APRA is able to grant blanket licences for the public performance and communication of any and all of the works within its worldwide repertoire

You must apply for the appropriate licence prior to the event taking place. While APRA is entitled to take legal action if the copyright in its repertoire is infringed, we would prefer to resolve this matter by granting you the appropriate licence as soon as possible.

Please do not hesitate to contact me if you need any assistance in completing the licence application. If you are playing copyright music within APRA's repertoire, I look forward to receiving your signed agreement prior to the first performance date.

Yours sincerely

«Field2»
 LICENSING REPRESENTATIVE

Enc Licence, Performance Statements x 1

\$ELA/«Field3»

«Date»

«Title»
«MrMs»
«Company»
«Address1»
«Address2»

Dear «Salutation»

«Premise»
«Field1»
«Field4»

APRA CATERED ENTERTAINMENT LICENCE

Thank you for signing and returning the licence agreement for the above event. Your copy is enclosed.

As the last performance date is «Field4», your statements of gross sums paid for admission, food and drink expenses and completed performance statement/s are **due by <date>**.

Please do not hesitate to contact me if you need any assistance in relation to this matter. I look forward to your early reply.

Yours sincerely

«Field2»
LICENSING REPRESENTATIVE

Enc Copy of agreement

\$EBO/«Field3»

«Date»

«Title»
«MrMs»
«Company»
«Address1»
«Address2»

Dear «Salutation»

«Premise»
«Field1»
«Field4»

Further to our previous correspondence regarding the above event, I am writing to advise you that the following items remain outstanding:

1. Statement of Gross Sums paid for admission
2. Statement of Food and Drink Expenses
3. Performance Statement(s)

Kindly forward the above items to this office within **7 days**.

Please do not hesitate to contact me if you need any assistance in relation to this matter.

Yours sincerely

«Field2»
LICENSING REPRESENTATIVE

\$ER1/«Field3»

«Date»

«Title»
«MrMs»
«Company»
«Address 1»
«Address2»

Dear «Salutation»

«Premise»
«Field1»
«Field4»

APRA CATERED ENTERTAINMENT LICENCE

Further to our recent telephone conversation, I have enclosed the necessary Catered Entertainment Licence and Performance Statements for the above event.

The copyright owners' permission or the relevant licence must be obtained when copyright music is performed in public, whether the performance is live or occurs by playing recorded music. In Australia this can usually be done by obtaining a licence from APRA (Australasian Performing Right Association Ltd). APRA is a non-profit organisation that owns and controls the exclusive rights of public performance and communication in copyright musical works. Through its reciprocal agreements with more than 70 other societies, APRA represents over one million composers, authors and music publishers worldwide, covering a vast array of musical styles. An APRA licence should be obtained prior to any public performances of APRA controlled copyright music.

As the above event has already taken place, please sign the attached licence application and return it to our office with a statement of gross sums paid for admission, a statement of food and drink expenses and completed performance statement/s, within the next 14 days.

Please do not hesitate to contact me if you need any assistance in completing the licence application. I look forward to receiving your completed licence agreement and statements within the next 14 days.

Yours sincerely

«Field2»
LICENSING REPRESENTATIVE

\$ER2/«Field3»

«Date»

«Title»

«MrMs»

«Company»

«Address1»

«Address2»

Dear «Salutation»

«Premise»

«Field1»

«Field4»

I refer to our previous correspondence and advise that we have not yet received your completed licence application for the above event/s.

I would like to remind you that:

1. the copyright owners' permission or the relevant licence must be obtained when copyright music is performed in public;
2. performances can occur by any means (whether they are "live" or of recorded music, or occur by playing music via radio or TV sets), and are given in "public" when they occur outside the domestic/family circle;
3. copyright is a form of property, and when copyright musical works are performed in public without the owners' permission, an infringement of copyright may occur;
4. APRA represents more than one million copyright owners from around the world through reciprocal agreements with over 70 societies; and
5. APRA is able to grant blanket licences for the public performance of any and all of the works within its worldwide repertoire

You must apply for the appropriate licence prior to the event taking place. As the above event has already taken place, please immediately sign the attached licence application and return it to our office with a statement of gross sums paid for admission, a statement of food and drink expenses and completed performance statement/s.

While APRA is entitled to take legal action if the copyright in its repertoire is infringed, we would prefer to resolve this matter by granting you the appropriate licence as soon as possible.

Please do not hesitate to contact me if you need any assistance in completing the licence application. I look forward to receiving the completed documentation within the next **14 days**.

Yours sincerely

«Field2»

LICENSING REPRESENTATIVE

6. B64

\$F1A/«Field3»

«Date»

«Title»

«MrMs»

«Company»

«Address1»

«Address2»

Dear «Salutation»

«Premise»

«Field1»

«Field4»

APRA FILM FESTIVAL LICENCE

Thank you for your enquiry about an APRA licence for the above event/s. I have enclosed the necessary Film Festival licence agreement for your completion.

As you will see:

1. The licence agreement should be signed and returned to us prior to the commencement of the event along with payment of the attached invoice which is an advance payment on your total licence fees. The *SCHEDULE* of dates and venue(s) should also be completed and signed.
2. Upon receipt of your signed agreement APRA will forward an invoice for an advance payment of your total licence fees.
3. Within 30 days after the last performance a *LIST OF FILM TITLES* screened at the festival and *GROSS BOX OFFICE STATEMENTS* should be forwarded to this office.
4. Upon receipt of these statements APRA will forward an invoice for licence fees calculated at 0.605% of the deemed net box office receipts (calculated as 60% of gross box office). Licence fees are subject to the Minimum Licence Fee of \$44.00 inclusive of GST.
5. Licence fees are payable within 14 days of the invoice date.

APRA's licences help you to comply with your copyright obligations, and the licence fees that we collect are distributed to composers, authors and music publishers on a non-profit basis.

Please do not hesitate to contact me if you need any assistance in completing the licence application.

I look forward to receiving your signed agreement prior to the first performance date.

Yours sincerely

«Field2»

L. BLS

\$F2A/«Field3»

«Date»

«Title»
«MrMs»
«Company»
«Address1»
«Address2»

Dear «Salutation»

«Premise»
«Field1»
«Field4»

Further to our previous correspondence, I am writing to advise you that we have not yet received your completed licence application and advance payment on your total licence fees for the above event/s.

I would like to remind you that:

1. the copyright owners' permission or relevant licence must be obtained when copyright music is performed in public;
2. performances can occur by any means (whether they are "live" or of recorded music, or occur by playing music via radio or TV sets), and are given in "public" when they occur outside the domestic/family circle;
3. copyright is a form of property, and when copyright musical works are performed in public without the owners' permission, an infringement of copyright may occur;
4. APRA represents more than one million copyright owners from around the world through reciprocal agreements with over 70 societies; and
5. APRA is able to grant blanket licences for the public performance of any and all of the works within its worldwide repertoire

You must apply for the appropriate licence prior to the event taking place. While APRA is entitled to take legal action if the copyright in its repertoire is infringed, we would prefer to resolve this matter by granting you the appropriate licence as soon as possible.

Please do not hesitate to contact me if you need any assistance in completing the licence application. I look forward to receiving your signed agreement and advance payment on your total licence fees prior to the first performance date.

Yours sincerely

«Field2»
LICENSING REPRESENTATIVE

6.366

\$F1/«Field3»

«Date»



«Title»
 «MrMs»
 «Company»
 «Address1»
 «Address2»

Dear «Salutation»

«Premise»
 «Field1»
 «FIELD4»

Thank you for your enquiry about an APRA licence for the above event/s. I have enclosed the necessary Film Festival licence agreement for your completion.

As you will see:

1. The licence agreement should be signed and returned to us prior to the commencement of the event. The **SCHEDULE** of dates and venue(s) should be completed and signed also.
2. Within 30 days after the last performance a **LIST OF FILM TITLES** screened at the festival and **GROSS BOX OFFICE STATEMENTS** should be forwarded to this office.
3. Upon receipt of these statements APRA will forward an invoice for licence fees calculated at 0.605% of the deemed net box office receipts (calculated as 60% of gross box office). Licence fees are subject to the Minimum Licence Fee of \$44.00 inclusive of GST.
4. Licence fees are payable within 14 days of the invoice date.

APRA's licences help you to comply with your copyright obligations, and the licence fees that we collect are distributed to composers, authors and music publishers on a non-profit basis.

Please do not hesitate to contact me if you need any assistance in completing the licence application. I look forward to receiving your signed agreement prior to the first performance date.

Yours sincerely

«Field2»
 LICENSING REPRESENTATIVE

Enc: Film Festival Licence

\$F2/«Field3»

«Date»

«Title»
«MrMs»
«Company»
«Address1»
«Address2»

Dear «Salutation»

«Premise»
«Field1»
«Field4»

Further to our previous correspondence, I am writing to advise you that we have not yet received your completed licence application for the above event/s.

I would like to remind you that:

1. the copyright owners' permission or relevant licence must be obtained when copyright music is performed in public;
2. performances can occur by any means (whether they are "live" or of recorded music, or occur by playing music via radio or TV sets), and are given in "public" when they occur outside the domestic/family circle;
3. copyright is a form of property, and when copyright musical works are performed in public without the owners' permission, an infringement of copyright may occur;
4. APRA represents more than one million copyright owners from around the world through reciprocal agreements with over 70 societies; and
5. APRA is able to grant blanket licences for the public performance of any and all of the works within its worldwide repertoire

You must apply for the appropriate licence prior to the event taking place. While APRA is entitled to take legal action if the copyright in its repertoire is infringed, we would prefer to resolve this matter by granting you the relevant licence as soon as possible.

Please do not hesitate to contact me if you need any assistance in completing the licence application. I look forward to receiving your signed agreement prior to the first performance date.

Yours sincerely

«Field2»
LICENSING REPRESENTATIVE

6.368

\$FLA/«Field3»

«Date»



«Title»
 «MrMs»
 «Company»
 «Address1»
 «Address2»

Dear «Salutation»

«Premise»
 «Field4»
 «Field1»

Thank you for signing and returning the licence agreement for the above event. Your copy is enclosed.

As the last performance date is ? the list of film titles screened at the festival and the box office statements are **due by <date>**.

Please do not hesitate to contact me if you need any further assistance in relation to this matter. I look forward to your early reply.

Yours sincerely

«Field2»
 LICENSING REPRESENTATIVE

\$FBO/«Field3»

«Date»

«Title»

«MrMs»

«Company»

«Address1»

«Address2»

Dear «Salutation»

«Premise»

«Field4»

«Field1»

Further to our previous correspondence regarding the above event, I am writing to advise you that the following items remain outstanding:

1. Box Office Statement
2. List of Film Titles screened at the event

Kindly forward the above items to this office within **7 days**.

Please do not hesitate to contact me if you need any assistance in relation to this matter.

Yours sincerely

«Field2»

LICENSING REPRESENTATIVE