



What is PRS? The Performing Rights Society (PRS) is the national body responsible for collecting and distributing royalties when music is played in public, broadcast, downloaded, streamed, or performed live both in the UK and around the world.

If you are putting on any type of public performance or event which includes music you *must* declare the details to the Performing Rights Society and pay the appropriate royalty fees. Both the venue and the hirer have legal obligations under current regulations to ensure that royalties are paid correctly.

What are the obligations for the Venue?

The venue has a legal obligation to collect royalties on behalf of PRS, we will automatically calculate and deduct PRS from box office receipts on the final settlement according to the standard tariffs set by PRS. Please note that we do not set the tariffs and cannot approve exemptions or amendments to the standard charges.

What are the obligations for the hirer?

The Hirer must declare any music (live or recorded) which will be played in their event. This is regardless of duration, composer or type of event or organisation. PRS will then calculate royalties payable based on the information provided. The hirer must complete a *PRS declaration form* (which can be downloaded [here](#)) Where possible this should be completed in advance and emailed to readingarts.finance@reading.gov.uk Set list declarations and or programmes must be received by The venue **no later than 1 day after the event**. Please do not send declarations direct to PRS.

What if the music played is out of copyright? In the UK, a musical composition is out of copyright 70 years after the year of the composer's death, however you will still need to complete a PRS declaration form in order for the exemption to apply. If at least 90% of works detailed on your completed form are out of copyright The venue will not deduct PRS on the final settlement.

What if I am already paying royalties to licence the performance from a publishing company? (i.e. for amateur musicals, operettas and drama productions). A reduced or 0% rate will apply providing that a completed PRS declaration form as well as proof of your licence agreement and royalties' payment has been provided to the venue.

What happens if the set list changes on the night? The information submitted to PRS must be accurate so if you submit a form in advance, you are responsible for providing the venue with an updated set list no later than 1 day after the event. A PRS form can be requested from the Duty Stage Manager on the night if required.

What happens if I don't complete the PRS form? It is in your interest to complete the form promptly as this may reduce the rate payable and avoid delays. Where The venue has not received a set list, the maximum amount of PRS will be deducted and there may be a delay in issuing the final settlement and arranging payment. The venue cannot amend the final settlement once issued and will not be responsible for any losses to the hirer incurred because of incorrect or late PRS declarations.

How much will I pay? PRS set tariffs according to a number of factors including type of event and organisation, duration of works and age of composition. Below is a summary of the most common tariffs. (for guide only, rates are subject to change and full details are listed online: <https://pplprs.co.uk/business/other/>)

Summary

- Payment of PRS is a legal obligation for both venues and event organisers
- A PRS Set list Form ([available here](#)) must be completed for all events and submitted to the Hexagon no later than 1 day after the event.
- PRS royalties will be deducted from the final settlement based on the information provided and in accordance with the tariff set by PRS

Summary of most common tariffs for local organisations

intended as a summary guide only, full details can be found on the [PRS website](#)

MUSIC

Popular Music Concerts – (all music except for classical & film scores) Tariff LP/GP

- Where tickets are sold a royalty of 4.2% of the net box office receipt figure is charged, subject to a minimum charge. (Tariff LP)
- Where entry is free the capacity of the room or restricted capacity is used. (Tariff GP 3.1.3)
- No discount is available for schools or non professional performances

Classical Concerts & recitals (classical music & film scores) Tariff LC

- Where the average ticket price is £5.00 or more a royalty of 6.2% of the net box office receipt figure is charged (4.1.1), subject to a minimum charge
- Where the average ticket price is £5.00 or less, then the per concert attendance figure is used. (4.2)
- **NB** Please note if a programme return is made and the contents are classified as non copyright a royalty charge is not applicable. Should a programme not be received, we have to assume the concert contained copyright works and the relevant royalty is applied.
- Amateur groups are subject to the tariff terms; however, they are offered a 50% discount to the applicable royalty percentage rate (but not, for the avoidance of doubt, the minimum royalty) due under the tariff. See tariff details for definition of 'Amateur'

Mixed events

If a concert or performance includes a mixture of classical and non-classical works, then a rule of 50% will be applied. Tariff LC will be applicable to events with a programme comprising of more than 50% of the running time of classical music or film scores, and those comprising of at least 50% of music which is not classical music or film music will be charged at a rate equivalent to that applicable under Tariff LP. If you have a mixed programme please submit your set list/programme to the venue in advance to ensure the correct tariff is applied on the settlement and avoid delays with payment.

MUSICALS/ DRAMA/OPERA

Tariff T

Please note it is the hirers responsibility to obtain a licence and pay any royalty or fees directly to the license holder for the rights to present licensed productions on stage. A set list and/or programme will be required for submission to PRS and no PRS royalty will be payable providing that the rights have been obtained and royalties paid direct to the licence holder. Otherwise;

- Where the duration of music controlled by PRS for Music* occupies more than 30% of the total running time, excluding interval(s), of the theatrical production, the royalty will be as follows: max 6%. Discounted rates if duration of music occupies less than 70% running time. See tariff (3.3) for details
- A programme return/set list should be completed for each run.
- No discount is available for schools or non-professional performances

DANCE

If all performers are 'amateur' and unpaid (see Tariff for details and definitions) Tariff GP section 3.1.3. applies (currently approximately £130 per performance). If performers are professional Tarrif V (2% of box office receipts) applies

Other events

Workshops Tariff GP. Charge applies per workshop. (3.1.11)

Cinema Performances. Tariff C / Tariff GP Where cinema performances take place on not fewer than 3 days weekly, tariff C will be applied @ 1% of the net box office receipt figure. Where cinema performances take place on less than 3 days weekly, tariff GP (3.1.9) will be applied.

Discos/Socials/Catered Functions. Tariff GP "Family" events are not chargeable. Ie: 18th, 21st, Anniversary, Engagement parties etc. Events outside of the "family circle" are chargeable. Charges are calculated using the dance capacity of the room (3.1.4)

Background music at sporting events Tariff GP. Charges are calculated on the seating capacity of the area. (3.1.12)

Exhibitions/Trade Fairs/Dance Displays Tariff GP Charges are calculated using the floor area of the room (3.2). This is a daily royalty charge

A full set list and/or programme must be submitted for ALL events even where the music is an original composition or believed to be out of copywrite. We strongly advise you submit this to the venue in advance of your event wherever possible to ensure the correct tariff is applied and avoid delays with processing final settlement and payment.

Minimum charges and additional clauses may apply. Please see website for full details. The above is intended as a summary guide only, tariff rates are subject to change and additional conditions may apply. Full details can be found on the PRS for Music website. <https://pplprs.co.uk/business/other/>