



**TRINIDAD AND TOBAGO COPYRIGHT
COLLECTION ORGANISATION
License Form (EVENTS)**

Name /s of Promoter:		Full Address:
Name of Promotion:		Name of Event:
Phone Contacts: Home: Cell: Office:		Email Address:
Name of Venue:		Full Address:
Date of Event:	Start Time:	End Time:

Number of Patrons Expected		
Entrance Fee/s		
Additional Info		
Any Live Performances / Bands (List Below)		Set Duration
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		
10)		
Type of Event: <input type="checkbox"/> All-inclusive <input type="checkbox"/> Semi-inclusive <input type="checkbox"/> Cooler Fete <input type="checkbox"/> Straight Cover <input type="checkbox"/> Band Launch <input type="checkbox"/> Carnival Fete <input type="checkbox"/> Private event		NOTES:
RECORDING INFO:		
Is this event going to be recorded? YES NO		
List individuals / companies below and purpose. (private use/commercial)		Phone Contact
Primary: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

DJ's: Record Names/ Alias	
1.	4.
2.	5.
3.	6.
License Fee: \$ _____	<u>PAYMENT NOTICE: All payments made are final and non-refundable</u> Client: Please sign indicating that all is true and correct _____ / _____ <div style="display: flex; justify-content: space-around; width: 100%;"> Client Signature PRINT </div>

Procedural Document

General Information

Dear customer, please pay careful attention to the following:

1. Full and correct information must be offered to the attending officer / representative regarding this information form.
2. Failure to supply true and correct information can result in an increased license fee or cancellation of your license.
3. All payments are final and non-refundable (*Deposits and or Full Payments*)
4. Once a payment is made and a receipt is issued, reversal of said license process is not an option.

4. A) Special Consideration:

In the instance where TTCO decides to oblige or facilitate a refund, any pertinent cost so duly attached will be deducted and difference made available via cheque in (7) working days. Payment can be made either via Manager's Cheque or Cash

5. All cheque payments must be issued in the name of **(TTCO) or Trinidad & Tobago Copyright Collection Organization**
6. All licenses are issued for collection once the client's cheque is cleared. (*Usually within (4) four working days*) In the instance where cash has been paid, the wait period for issuance of a license may vary between 24-48 hours.
7. Once License is collected, the customer must ensure that he/she has received the following
 - ❖ A Stamped TTCO receipt from a registered TTCO office.
 - ❖ The License must carry the TTCO Seal, Signature and Stamp.
 - ❖ A copy of the License Information Form.

General Items for your consideration

- a) Please ensure to keep on your person, relevant documents as issued by TTCO on the day/night of event. It is best to have said document / license lodged at your door on commencement of event, with a copy kept elsewhere but within easy reach.
- b) TTCO officers, once properly identified, can access any location / event that we have licensed for the purpose of observing / recording of musical sessions and or Live Performances.**
- c) Any TTCO Agent or Representative bearing proper identification may at anytime during or prior to the event, access the said location, function or place of business for which any license was applied for and or granted.
- d) Any officer or representative can access any event enquiring if said promoter or business is currently covered and possess an up to date Copyright License.
- e) Copyright Organizations have the right to enquire of a promoter / event holder or business, if they are duly registered and request or demand can be made that all relevant information, inclusive but not limited to said applicable license, be presented for determination.

RECORDING OF PERFORMANCES

The promoter must ensure that all persons and or companies hired to record performances in part and or whole, is authorized by the TTCO to record / videotape by way of camera and or any other device, the performances made at his/her event. We strongly advise that the promoter ensure that all persons desirous of recording same, comply by way of obtaining a license for purpose of same and in accordance with the provisions provided under the copyright act of Trinidad & Tobago amended version of 2008 Chapter 82:80 under (Neighbouring Rights)

(Unauthorized recordings will be stopped and equipment confiscated (accordingly)).

PLEASE READ CAREFULLY

Customer, please be advised of the following. The TTCO advises that you engage the relevant CMOs regarding the musical works intended to be exploited/used in your event. Further, if ANY officer and or person employed with TTCO suggests that you do not need to engage and or take a license from another local CMO, please inform the office immediately and insist that the CEO be notified. You may feel free to email the CEO on any such advice via rcttco@live.com or call 1 868 225-8763.

DECLARATION:

I _____ hereby indicate that at no time, was I advised or told, that NO OTHER LICENSE IS REQUIRED from another CMO by any employee of the TTCO. I the applicant, do hereby declare that the Information listed on this document pages (1 to 3) is true and correct, as given under my hand

PAYMENT NOTICE:

All payments made are final and non-refundable

Stamp Here

Client Signature & Official Stamp



TRINIDAD AND TOBAGO COPYRIGHT COLLECTION ORGANISATION License Form (EVENTS)

“Works of Mas” Section:

Please indicate the following:

1. Would any costume/s be used in this event / production: Yes No
2. Number of Individuals performing costumes? _____
3. Give the full name of the band? _____
4. Full Name of Bandleader? _____
5. Address of the Bandleader? _____

6. Phone contacts for Bandleader and Mas Camp/s? _____ / _____
7. Time of costume performance/s? _____
8. Duration of Costume performance/s? _____
9. Would there be any use of any type Mas related Adornment? Yes No
10. If Yes, How many pieces? _____
11. State name of the creator / producer of said adornments and or” Works of Mas”

12. Phone contacts for same: _____

All information herein given by my hand is true and correct.

Signature of Promoter or Representative

Date:

Print Name