

# Hotel Operator and Conference Centre Licence Application Form

Account code (CLA only)

**Please detach, sign  
and return your  
licence**

**application to  
New Licences,**  
The Copyright  
Licensing  
Agency Ltd,  
FREEPOST  
RLZJ-XSXL-AHGA,  
Saffron House  
6-10 Kirby Street,  
London EC1N 8TS

Fax to 020 7400 3101

Email  
licence@cla.co.uk

New licence enquiries  
0800 085 6644

Full legal name of organisation (1) (see notes)

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Address (2)

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Postcode

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Please list below any subsidiary companies intended to be covered by the licence  
(or attach separate list) <sup>1</sup>:

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Hotel operator  Conference centre  Professional employees<sup>3</sup>

Please list Hotels and Conference Centres on the attached Schedule

I hereby apply to CLA for a licence to take effect from the first day of <sup>4</sup>

0	1	M	M	Y	Y
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Indemnity for Past Copying<sup>5</sup>

Fees for backdating your licence to cover past copying will be calculated at the rate applicable to the current year for each year that the licence is backdated. For more information about the indemnity please see the licence terms and conditions.

Yes  No

a) indemnity for the full six years

Or

b) We would like the indemnity from \_\_\_\_\_ Insert date

0	1	M	M	Y	Y
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The Copyright  
Licensing Agency Ltd

Saffron House  
6-10 Kirby Street  
London EC1N 8TS

Tel 020 7400 3100  
Fax 020 7400 3101  
Email cla@cla.co.uk  
www.cla.co.uk

CBC House  
24 Canning Street  
Edinburgh EH3 8EG

Tel 0131 272 2711  
Fax 0131 272 2811  
Email clascotland@cla.co.uk

I certify that I have read and understood the terms and conditions of the CLA Hotel and Conference Centre Licence in conjunction with the CLA Rate Card and agree to abide by them. The information provided on this form is true to the best of my best knowledge and belief.

Signed

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Duly authorised signatory for and on behalf of the applicant

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Position

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Date

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## NOTES

- (1) The full registered name of the organisation should be entered here.
- (2) The Head Office of the company should be entered here. In the case of a partnership, the address of the partnership's principal office.
- (3) The number of professional employees, on which part of the licence fee is based, should be entered here. This should include employees in the following categories based on the Standard Occupational Classifications published by the Office for National Statistics (ONS): Group 1 – Managers and Senior Officials, Group 2 – Professional Occupations, employed at "Head Office". In addition to Head Office staff, count 1 Professional Employee per Hotel or Conference Centre.
- (4) The latest date on which your professional employee information was updated should be entered here.
- (5) Indemnity for past copying. By backdating the licence you will be entitled to the indemnity in clause 9 of the Terms and Conditions from the date of commencement whereby all acts done in accordance with the Terms and Conditions will be covered. The maximum term for backdating is six years. Alternatively, if your organisation has been copying for less than six years, please indicate the copying commencement date in the box provided. If no copying has taken place, please tick the 'NO' box on the application form. Please see the current Rate Card for fees relating to indemnity for past copying.

## ADDITIONAL INFORMATION

Please enter below details of the person who will be responsible for dealing with the CLA licence and who will act as the main contact.

### Licensing Co-ordinator

Name	Position
Address	
Postcode	
Phone	Ext
Fax	E-mail

The Licensing Co-ordinator should be a responsible administrator to whom the operation of the Licence is to be delegated. Day-to-day contact with CLA will be via the Licensing Co-ordinator, and CLA will despatch the supporting documentation to this nominated person.

Number of photocopiers and scanners (approx.)

### RATE CARD for Hotel Operators and Conference Centres

The fee for a copying licence for Hotel Operators and Conference Centres is charged annually, and is based on the following criteria: The Number of Professional Employees (managers and other staff holding a professional qualification) within the business, and the number of hotel sites.

<b>Professional Employee Fee (1)</b> £27.00 each	<b>Hotel Rate</b> Copying for guests (2) 136.50	+ VAT at current rate
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- Notes:
- (1) Each hotel or conference centre is considered to have one professional employee. In addition all head office / administrative offices Professional Employees should be included in this total.
  - (2) Hotel providing copying facilities for Guests and Clients.
- Licences for Businesses with 2 or more hotel sites with 51+ employees are subject to a minimum annual charge of £414.75 + VAT

CLA treats personal information lawfully and correctly in accordance with the Data Protection Act 1998