

**THIS AGREEMENT** is made the \_\_\_\_\_ day of \_\_\_\_\_ 200

**BETWEEN**

\_\_\_\_\_ in the Parish of \_\_\_\_\_  
on the one part (hereinafter called “the Vicar and  
Churchwardens”) and \_\_\_\_\_ of \_\_\_\_\_  
on the second part (hereinafter called “the  
Recorder”)

**WHEREAS** it is agreed between the parties that the wedding to be solemnized at  
\_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_  
200 \_\_\_\_\_ between  
and \_\_\_\_\_

may be recorded by the Recorder using record, film or tape upon the following terms:-

1. Seven days in advance of the said marriage the Recorder shall pay to the Vicar and Churchwardens a fee of £ \_\_\_\_\_ in respect of the privilege of recording the said wedding.
2. The Recorder shall notify the Vicar and Churchwardens, seven days in advance, of the time that the Recorder wishes to prepare for the said recording; while reasonable requests will not be denied the Vicar and Churchwardens shall have the absolute right to regulate the position and conduct of the Recorder while in the Church and its grounds.
3. The Recorder will conduct himself/herself reverently and discreetly before, during and after the wedding service and undertake no conduct which may disturb or detract from the religious nature of the service. The incumbent or minister conducting the service shall be free to terminate recording if in his/her view the recording shall become intrusive and there shall be no appeal against such a decision.
4. The recording of the wedding may be made and reproduced only for the private use of the parties to the wedding. No more than twenty-five copies shall be made.
5. Copyright in the said recording shall remain with the Vicar and Churchwardens and no commercial sale, resale, exhibition, reproduction or other use for gain may be undertaken without the consent in writing of the Vicar and Churchwardens or their successors in office who may require the payment of a fee in consideration of the said sale, resale, exhibition, reproduction or other use.
6. The Recorder shall have the sole responsibility for ensuring that the musical works both music and lyrics used during the service are free from copyright or, in the event of copyright subsisting, hereby confirms that he/she has obtained or will obtain all necessary licences and permissions for the recording of such works.
7. For the avoidance of doubt the Recorder acknowledges that he/she has had his/her attention drawn to the provisions of the 1956 Copyright Act and the Performers Protection Acts 1958 – 1972 and has received in the Schedule hereto:-



## SCHEDULE

### Addresses of Organisations from whom further information may be obtained:-

Public performance of music and lyrics:-

**The Performing Right Society Limited**

29-33 Berners Street

London W1P 4AA

Tel: 020 7580 5544

Fax: 020 7306 4050

Email: [info@prs.co.uk](mailto:info@prs.co.uk)

Website: <http://www.prs.co.uk>

Recording of music and lyrics:-

**Mechanical Copyright Protection Society Limited**

29-33 Berners Street,

London W1T 3AB

Tel: 020 7580 5544

Fax: 020 7306 4455

Email: [info@mcps.co.uk](mailto:info@mcps.co.uk)

Website: <http://www.mcps.co.uk>

Copying of published music:-

**The Music Publishers' Association**

18-20 York Buildings

London WC2N 6JU

Tel: 020 7839 7776

Email: [info@mpaonline.org.uk](mailto:info@mpaonline.org.uk)

Website: <http://www.mpaonline.org.uk/>

Copying of typography of material published in the last 25 years:-

**The Publishers' Association**

Bedford Square

London WC1

Tel: 020 7565 7491

Email: [jboon@publishers.org.uk](mailto:jboon@publishers.org.uk)

Website: <http://www.publishers.org.uk>

Public performance of sound recordings:-

**Phonographic Performance Limited**

1 Upper James Street

London W1F 9DE

Tel: 020 7534 1000

Fax: 020 7534 1111

Website: <http://www.ppluk.com>

Recording of sound recordings:-

**British Phonographic Industry**

25 Savile Row

London W1X 1AA

Tel: 020 7287 4422

Fax: 020 7287 2252  
Email: [general@bpi.co.uk](mailto:general@bpi.co.uk)  
Website: <http://www.bpi.co.uk>

To be referred to in dealing with any outstanding questions concerning ASB texts:-

**The Legal Adviser to the General Synod**

York Diocesan Registry  
High Petergate  
York YO1 2EH

**Additional information and conditions:-**

1. The Law of copyright is complex. It is most important that it is recognised that neither the Incumbent nor the Parochial Church Council has the authority to give copyright permission for the lawful reproduction or recording of any work – literary or musical – which is protected by copyright.

2. **Texts of authorized services**

Advice is often sought on the copyright position as regards such recordings, particularly in the case of weddings and baptisms, and special arrangements have been reached as regards the copyright in the forms of service in those cases, thus avoiding the need to write to Church House for permission.

The copyright owners have agreed that the following material may be recorded on either video tape or audio tape without any application for copyright permission and without paying a fee to the copyright owners, provided certain conditions are observed.

- ◆ Common Worship: Services and Prayers for the Church of England
- ◆ Common Worship Pastoral Services
- ◆ Alternative Services, First Series: Solemnization of Matrimony
- ◆ Solemnization of Matrimony for the Book of Common Prayer
- ◆ Baptism of Infants from the Book of Common Prayer
- ◆ The Psalter in the Book of Common Prayer
- ◆ The Revised Psalter

3. The conditions of which a tape of the material specified in paragraph 2 may be made without prior application are as follows:-

- (a) No rights in the recording and no copies of it may be sold or transferred in return for a money payment or anything else of value. (A professional recordist who has been commissioned to make the recording by the couple/parents etc., may sell copies to the persons who commissioned it, but apart from that neither the person making the recording, that person's employer (if any), the couple/parents, etc, nor anyone else, may sell copies or transfer them in return for something of value.)
- (b) No more than twenty-five copies of the recording shall be made.
- (c) Neither the recording nor any extract from it may be exhibited or played in public.

4. The copyright owners of the material listed in paragraph 2 charge no fee for this permission.
5. These arrangements do not extend to any part of the service other than the text of the authorized services and psalms from the Psalters listed above. Thus biblical passages (even if they are recommended readings), other prayers, hymns, anthems, music, etc., are not covered. Some hymns, songs, etc. may be covered by a Private Function Filming Licence (PFFL), obtainable from Christian Copyright Licensing (Europe) Limited (CCLE), PO Box 1339, Eastbourne, East Sussex BN21 1AD (tel 01323 417711); email: info@ccli.co.uk. These conditions are consistent with a PFFL licence.

### **Biblical passages**

Permission to record these may be required depending on the length of the reading and the translation used, but no permission is needed if the readings come within these maximum lengths:

No restriction

- ◆ Authorized Version (King James Version)

If less than 500 words

- ◆ Jerusalem Bible or New Jerusalem Bible

If less than 50 verses

- ◆ Contemporary English Version

If less than 1000 verses

- ◆ Good News Bible

If less than 40 verses unless a complete book of the Bible

- ◆ New International Version

Any reading needs permission

- ◆ Revised Standard Version (or New Revised Standard Version)

Apply to Don Parker-Burgard, RSV/NRSV Permissions, 1500 W. Kennedy Road, Lake Forst, IL 60045 USA.

### **Additional Prayers**

Permission is required from the copyright owner (including the Archbishops' Council, where appropriate) to record copyright prayers which are not in authorized or commended services, and prayers from other authorized and commended material which are acknowledged to other copyright owners.

### **Hymns, Anthems, Music**

If music is being recorded in the church, and it is covered by copyright (normally when the composer, arranger, etc., is still alive or has died within the last 70 years) and the recording is not covered by a Church Copyright Licence from CCLE, a Private Function Filming Licence (PFFL) must be obtained from Christian Copyright

Licensing (Europe) Ltd (CCLE), PO Box 1339, Eastbourne, East Sussex, BN21 1AD  
(Tel: (01323) 417711; Fax: 01323 417722; email: info@ccli.co.uk).

CCLE grants PFFL Licences as agent of the Mechanical Copyright Protection Society (MCPS) for any recording or filming made on church premises for commercial or non-commercial purposes. These licences cover any music within the MCPS repertoire. The MCPS controls the recording rights for the vast majority of music covered by copyright and the words of that music, so that permission to record hymns, anthems or other music should not normally be sought from the publisher. However, a publisher should be able to help with any queries about whether a particular piece of music is covered by copyright. If a professional recording firm has been commissioned by the couple/parents, etc. to record music within a church, it is important to ensure that it has the necessary PFFL Licence from CCLE. Licences for non-church professional recordings are available from the MCPS and the Performing Rights Society. A PFFL Licence from CCLE is also required by an amateur making a recording in church. Details of the PFFL Licence and fee should be obtained from CCLE well in advance. It is important to note that churches that hold a current Church Copyright Licence from CCLE covering the reproduction of works are covered for recordings of words and music (audio or visual) made on the church premises or as part of the church activities for non-commercial use. This would, in effect, cover any person wishing to record a wedding, christening, special celebration, etc., and would not require the cover of an additional PFFL Licence unless the recording was to include music played (for example at a reception) at a separate venue from the church covered by the CCLE licence. Further details of this cover can be found in the CCLE reference manual. Please note that the licence covering recording of music does not affect the rights of the incumbent/priest-in-charge/minister, organist, director of music or worship leader and other performers.

The audio recording of hymns, anthems and music within the setting of an act of worship falls within the terms of the CCLE Church Copyright Licence (for those hymns, etc. covered by it). Permission to record hymns which are not registered with CCLE should be sought from the individual copyright holder.

### **Obtaining copyright permissions and licences**

The person who wishes to make the recording is normally responsible for applying for and obtaining the necessary permissions and licences. However, in the case of, for example, a wedding or baptism, if the couple/parents, etc., commission a professional firm to make the recording, the recording firm is considered to be their agent, and the firm is responsible for ensuring that the necessary permissions are obtained and any conditions are complied with. Nevertheless, an incumbent/priest-in-charge/minister who imposes conditions on a permission to make a professional recording of a service is recommended to give a copy of the conditions to the recordist direct. In the case of weddings, baptisms, etc, the couple or parents should if necessary also make it clear to any guest who might wish to make recordings on his or her own initiative that the guest in question must obtain the necessary permissions in advance, comply with any conditions and pay any fees involved.