



# VENUE SETTLEMENT FORM

data@recordedmusic.co.nz  
recordedmusic.co.nz | aotearoamusiccharts.co.nz



FILL OUT ALL FIELDS (PLEASE USE BLOCK LETTERS)

VENUE INFORMATION

Venue Name: \_\_\_\_\_

Venue Address: \_\_\_\_\_

City: \_\_\_\_\_

Venue Phone: (\_\_\_\_) \_\_\_\_\_ Venue Capacity: \_\_\_\_\_

Performance Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

PRODUCT INFORMATION

Artist: \_\_\_\_\_

Artist: \_\_\_\_\_

Title #1: \_\_\_\_\_

Title #2: \_\_\_\_\_

Catalogue Number: \_\_\_\_\_

Catalogue Number: \_\_\_\_\_

Total Number Sold: \_\_\_\_\_

Total Number Sold: \_\_\_\_\_

Price Per Unit: \$ \_\_\_\_\_

Price Per Unit: \$ \_\_\_\_\_

VERIFICATION

Artist Representative (Printed): \_\_\_\_\_ Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Venue Representative (Printed): \_\_\_\_\_ Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Label Representative (Printed): \_\_\_\_\_ Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

EMAIL A SIGNED SCAN OR PHOTO OF THIS FORM TO  
DATA@RECORDEDMUSIC.CO.NZ BY 10:00AM FRIDAY

By submitting this Venue Settlement Form, you acknowledge that:

- the information you are providing is correct
- you have abided by the Official Aotearoa Music Chart Rules
- you accept that Recorded Music NZ and/or its agents has the right to undertake an audit of the information you have provided
- you have read and understood the notes contained on page 2 of this document.



RECORDED  
**MUSIC** NZ

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OFFICIAL  
**AOTEAROA**  
**MUSIC CHARTS**

### NOTES ON VENUE SETTLEMENT FORM

- When completing the Venue Settlement Form please ensure all fields are completed and it is signed by the artist representative, the venue representative and the label representative before sending to the Chart Compiler
- Incomplete forms will not be considered by the Chart Compiler
- The performance date will be considered the date of sale to the consumer
- All sales must meet the eligibility criteria of The Official Aotearoa Music Chart Rules. Special attention must be made to the date the sale was made and the price of the product sold
- Sales not submitted in a previous Charts week cannot be carried over and be submitted in the following Charts week
- It is recommended that the record label should be the last party to sign the form and should be the party that submits the completed form to the Chart Compiler
- Please take notice of the penalties that will be incurred for falsifying sales information on this form. The penalties are detailed in 8.2 of The Official Aotearoa Music Chart Rules
- If you have any further questions about the submission process, please email [data@recordedmusic.co.nz](mailto:data@recordedmusic.co.nz)