

**Full**

**Membership Renewal Form 2025**

To renew your membership, complete each of the sections below and send back the completed form along with your payment and any event programmes required for PRS. Please complete the PRS section regardless of whether you have anything to pay.

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| **Group name:** |  | | |
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| **\*Group’s address:** |  | | |
| \*We need an address for your group for insurance purposes. If you have a registered address for the group (e.g. with the Charity Commission or OSCR) please use this. If you don’t, please use an address of a trustee/committee member. The address will be added to the group’s insurance policy documents and shared with the insurers. It will not be used for any other purposes. | | | |
| **Your name:** |  | **Your group role:** |  |
|  |  |  |  |
| **Your email:** |  | **Your telephone:** |  |

*Please update details as required.*

**1 MEMBERSHIP**

**1a - Membership fee:** please tick the appropriate membership fee. Your fee should be based on your total income (not profit/surplus) in your last set of completed accounts. Total income includes membership subscriptions, ticket sales, donations, fundraising income, etc.

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| **Group income** | **Membership fee** | **✔** |  | **Group income** | **Membership fee** | **✔** |
| up to £7,200 | £114 |  |  | up to £31,000 | £313 |  |
| up to £10,000 | £138 |  |  | up to £100,000 | £411 |  |
| up to £14,500 | £163 |  |  | above £100,000 | £520 |  |
| up to £21,000 | £230 |  |  |  |  |  |

**1b - Discount:** If you are entitled to a discount on membership tick the relevant discount and enter the discounted membership fee in the totals box.

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| **Discount** | **Discount code** | **Discount amount** | **✔** |
| Youth Group (**all** participating members under 21) | YTHD | 25% |  |
| Member of Brass Bands Wales | BPCBBW21R | 10% |  |
| Member of British Mandolin and Guitar Association | BMG | 10% |  |
| Member of Chamber Music Scotland | CMSR10 | 10% |  |
| Member of Dementia Inclusive Singing Network | DISN | 25% |  |
| Member of Handbell Ringers of Great Britain | HRGB | 10% |  |
| Member of Sing Ireland | SIRR10 | 10% |  |
| Member of Welsh Association of Male Choirs | WAMC21R | 10% |  |
| Member of Wind Band Association | MMWBA23 | 10% |  |

**MEMBERSHIP TOTAL: £**

More info at **www.makingmusic.org.uk/renewals**

**2 INSURANCE**

**Changes to insurance packages for 2025**

* The single item limit for the ‘All Risks’ property cover was 5K. Making Music and the insurance brokers Finch have successfully negotiated with Covea to increase this limit to £10K for 2025 onwards. Please note that this only applies to the silver and gold packages which include ‘All Risks’ property cover.
* At the beginning of 2024, the age limit in the cover for Money and Assault section was increased from an upper age limit of 70 to an upper age limit of 80. This change is now reflected in the policy documents for 2025. This age limit applies to the Money and Assault section of the packages only.

**Insurance notice**

You need to know which level of insurance cover you require and you must check this policy continues to meet your requirements. You must:

* View your current level [via your Dashboard](https://www.makingmusic.org.uk/user/dashboard) and check this policy continues to meet your requirements by reviewing the full policy documentation and your [demands and needs statement](https://www.makingmusic.org.uk/sites/makingmusic.org.uk/files/Documents/Insurance/Statement%20of%20demands%20and%20needs.pdf) before you decide to purchase.
* [View details of the different insurance packages available and chose the cover which best suits your needs](http://www.makingmusic.org.uk/resource/insurance-your-group-making-music) as shown in the table below. You can also view our Insurance FAQs

View the, [Terms of Business Document](https://www.makingmusic.org.uk/sites/makingmusic.org.uk/files/Documents/Insurance/Making%20Music%20Terms%20of%20business%20agreement%20Dec%202023.pdf), [Policy Summary](https://www.makingmusic.org.uk/sites/makingmusic.org.uk/files/Documents/Insurance/Making%20Music%20summary%20wording.pdf)and [Full policy wording](https://www.makingmusic.org.uk/sites/makingmusic.org.uk/files/Documents/Insurance/Making%20Music%20policy%20wording.pdf). You should review the policy documents carefully to ensure they accurately reflect the cover, conditions, limits, and other terms that you require. Particular attention should be paid to policy conditions and warranties as failure to comply with these could invalidate your policy. Please note: if your total income (not profit/surplus) for your last set of completed accounts is over £100,000 you must have custom cover.

Custom insurance: if you have custom insurance cover for 2024, Finch will contact you soon regarding your cover for 2025 and you need this quote before renewing your membership and insurance for 2025. When you renew online or via post you will have to supply the custom quote amount.

You can Contact Finch by phone (0118 334 8868) and email ([makingmusic@finchinsurance.co.uk](mailto:makingmusic@finchinsurance.co.uk))

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| **Insurance Breakdown**  Prices include Insurance Premium Tax of 12%. | **Income** | |
| Up to £21,000 | £21,001 to £100,000 |
| **Bronze** | | |
| Public and Products Liability £5m (including Directors and Officers liability £100k)  Employers Liability £10m  Money £2,000 | **£50.00** | **£81.00** |
| **Silver** | | |
| Public and Products Liability £5m (including Directors and Officers liability £100k)  Employers Liability £10m  Money £2,000  "All Risks" Property up to £20,000 (including property borrowed or temporarily hired in, single item limit £10,000)  Cancellation/Abandonment £2,500 any one claim or period of insurance | **£107.00** | **£155.00** |
| **Gold** | | |
| Public and Products Liability £5m (including Directors and Officers liability £100k)  Employers Liability £10m  Money £3,000  "All Risks" Property up to £50,000 (including property borrowed or temporarily hired in, single item limit £10,000)  Cancellation/Abandonment £10,000 any one claim or period of insurance | **£204.00** | **£289.00** |

**2a - Insurance fee:** tick which level of cover you require, selecting the right price for your income band. Prices include Insurance Premium Tax of 12%. If you have a **Custom Quote** please enter your price in the relevant box below.

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|  | **Insurance** | | | | | | | | |
| **Group income** | **None ✔** | **Bronze ✔** | | **Silver ✔** | | **Gold ✔** | | **Custom ✔** | |
| up to £21,000 |  | £50.00 |  | £107.00 |  | £204.00 |  |  |  |
| £21,001 to £100,000 |  | £81.00 |  | £155.00 |  | £289.00 |  |  |  |
| above £100,000 |  |  |  |  |  |  |  |  |  |

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| **2b – Declaration:**  By returning a renewal form with a request for insurance you are confirming that you have read and  accepted the Insurance Statement of Demands and needs and the Insurance Terms and Conditions.  for 2025 and as found on the Making Music website   * [www.makingmusic.org.uk/insurance-terms-and-conditions](http://www.makingmusic.org.uk/insurance-terms-and-conditions) * <https://www.makingmusic.org.uk/insurance-statement-demands-and-needs> |

**2c- Employers Reference Number (ERN):** If you are taking insurance and have any employees who earn more than £192 a week or £833 per month you must provide us with your ERN (which is also your employer PAYE reference number). It starts with a number and consists of between 3 and 13 characters i.e. '123/AB12345'. **Please note:** This does not apply to freelancers you use, such as most music directors and accompanists.

Do you have an ERN number? *Please tick.*

* Yes - please supply your number: .
* No

**INSURANCE TOTAL: £**

**3 PRS**

**Making Music Performing Rights Scheme 2024**

**For live events carried out between 1 November 2023 & 31 October 2024**

Each group either needs to declare that they have no Performing Rights (PRS) fees to pay through Making Music (Complete section 3A) or declare they will make payment for PRS fees through Making Music (complete section 3B). **Groups paying PRS fees through Making Music will need to pay these separately using our online form as outlined in section 3B. Groups who pay fees before the 11 December also get a 5% discount off their PRS fees.**

**What PRS should you pay through Making Music?**

* We will be collecting fees for events carried out between 1 November 2023 – 31 October 2024
* You only need to pay for events where music in copyright was performed.

**Don’t pay twice**

If your venue already holds a PRS license and has charged you for PRS, there’s no need to pay us as well but you do need to declare that you have no PRS fees to pay through Making Music by completing section 3A of this form. Check your venue contracts and invoices to confirm if PRS has been covered.

**Changes to paying PRS through Making Music this year**

In September 2023, PRS introduced new rates for leisure-time music groups, which vary based on whether the event was ticketed or not. See the new rates below:

**Non-ticketed and free events**

For free events leisure time music groups get a 50% discount off their PRS fees. The fees due are based on the audience size of the event. The full prices can be found on our website [www.makingmusic.org.uk/prs/tariff](http://www.makingmusic.org.uk/resource/performing-rights-prs-royalties-tariff) **Ticketed events**

Under the new tariff, PRS fees for ticketed events are based on a percentage of gross ticket income for each event.

* Amateur groups (as defined by PRS) will pay 3.25% of gross ticket income plus VAT
* Groups that do not qualify as amateur will pay 6.5% of gross ticket income plus VAT
* There is a minimum fee of £32.49 per performance.

\***PRS definition of amateur**: 'Amateurs means an individual or group operated by volunteers, whose performers are primarily unpaid. If a group earns ticket revenue, they may still be considered Amateur if the majority of revenue goes towards the running of the group (e.g. transportation costs, venue hire, score rental etc). Groups are still considered Amateur if they engage a small minority of professionals to assist with the group performances (e.g. hiring a conductor, substitute players in the event of illness) If an event is organised by a third-party promoter, it cannot be classified as Amateur.'

The full prices can be found on our website [www.makingmusic.org.uk/prs/tariff](http://www.makingmusic.org.uk/resource/performing-rights-prs-royalties-tariff)

**Complete either section 3A OR section 3B**

|  |  |  |  |
| --- | --- | --- | --- |
| **3A** | **No royalty fees to pay** for 2024 via Making Music | | **✔** |
| **DECLARATION:**  I certify that during the period 1 November 2023 to 31 October 2024, the group named overleaf promoted no performances containing works in which the copyright is controlled by PRS for Music without a suitable licence from PRS for Music.  For performances containing works in which the copyright is controlled by PRS for Music I confirmed with the appropriate person at the venue that it holds a valid PRS for Music licence or is licensed for PRS for Music by another agent.  I understand that the group is not allowed to permit, under the Copyright, Designs & Patents Act, 1988, the performance of any musical works in which the copyright is controlled by PRS for Music in a performance which it promotes, without licence cover from PRS for Music. | | | |
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| Signed | |  | |
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| Role in group | |  | |
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| ***Now go to Section 4*** | | | |

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| **3B** | **Royalty fees to pay** for 2024 via Making Music | **✔** |
| **Fees payable**  The group does have royalty fees to pay through Making Music for the period 1 November 2023 to 31 October 2024 which will be declared and paid for separately to this renewal by going to [www.makingmusic.org.uk/prs/assessment](https://www.makingmusic.org.uk/resource/prs-self-assessment-tool)  **Programmes**  For each performance paid through Making Music I will provide programme information by either:   * + Completing the online submission form [www.makingmusic.org.uk/prs/prog](https://www.makingmusic.org.uk/submit-your-concert-programme-details)   + Posting or emailing a programme which includes the audience size for any free events/gross ticket income, average ticket price and audience size for any ticketed events, the group name, date of performance, venue information and the pieces performed (including composer/arranger name). | | |
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| ***Now go to Section 4*** | | |

**4 DONATION**

Making Music’s vision is that everyone has the opportunity to be part of a music group.

Over the past few years, Making Music has worked hard to support leisure-time music groups by providing resources, guidance, services, online events, connections and opportunities, whilst also campaigning on behalf of members and the wider sector.

This year, we continue to face new challenges, including the rising cost of living which has impacted our operational costs and our staff. Whilst we have raised our membership subscriptions, we try and keep such increases to the minimum.

So if your group is able to add a donation to your subscription payment, that would help us do even more for your group and thousands of similar groups throughout the UK. **Thank you.**

**DONATION: £**

**5 PAYMENT**

**5a - Payment Total:** Please copy your totals from the sections above into the payment table to calculate the total amount payable.

|  |  |
| --- | --- |
| 1. **Membership** fee (including any discount) |  |
| 1. **Insurance** fee (if applicable) |  |
| 1. **Donation** (optional) |  |
| **Total:** | **£** |

**Important:** To get your renewal processed as soon as possible, we ask that you pay by **BACS** instead of cheque. The bank charges us 60p to process each cheque, which reduces funds that we can put towards services for your group.

**54 - Payment Method:** (please tick)

* **BACS -** Account no: 00060724, Sort code: 40 52 40. **Payment reference: [Your Group Name]**
* **Card -** Call 020 7939 6030 (Mon, Wed, Fri 10am-5pm. Tues and Thurs 10am-2pm).
* **Cheque -** Enclose a single cheque for the full amount made payable to ‘Making Music’

**Return completed form to:**

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

**Post:**

**Making Music**

**8 Holyrood Street**

**London**

**SE1 2EL**

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