



Making Music – PRS for Music royalty fee collection scheme

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Information to read before you begin

Each group either needs to declare that they have no Performing Rights (PRS) fees to pay through Making Music or declare they will make payment for PRS fees through Making Music.

Groups who pay PRS fees through us 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. 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.

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 plus VAT.

***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 www.makingmusic.org.uk/prs/tariff.

How to pay PRS fees or declare that no PRS fees are due through Making Music

You pay for performances retrospectively at the end of each year as part of your membership renewal. This year you will be paying PRS fees for performances between **1 November 2023** and **31 October 2024**.

Even if you don't have to pay any PRS fees via us (perhaps because you have already paid through your venue or you didn't perform any works in copyright) you will still need to declare this as part of your renewal.

To help make sure you have done everything you need to do we have provided further information for you below.

Online renewal

If you are renewing your membership and insurance (if applicable) through the online renewal form, you can also pay your PRS fees at the same time or declare that you have no PRS fees to pay.

1) If you owe royalty fees via Making Music:

- For ticketed events:** for the PRS question select the *I want to pay PRS now for ticketed concerts* box. This will bring up two boxes underneath, one for the 3.25% and one for the 6.5% rate.

PRS DECLARATION FOR EVENTS HELD BETWEEN 1 NOV 23 - 31 OCT 24 ¹	<input type="checkbox"/> I WANT TO PAY PRS NOW FOR FREE CONCERT(S) NOT OWE PRS	<input type="checkbox"/> I WANT TO PAY PRS NOW FOR TICKETED CONCERT(S) <input type="checkbox"/> WE WILL PAY PRS LATER
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i. If you qualify for the 3.25% rate as you fall under the PRS

PRS (Ticketed events) 3.25%	
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definition of amateur:

- in the 3.25% box enter the combined gross ticket income for all ticketed events you are paying for. Note that as there is a minimum fee of £32.49 then if your combined gross income is under £1000 you will need to enter a minimum figure of 1000 into this field – you can declare the actual gross amount as part of the programme submission
- The form will automatically calculate the fee owed based on the gross ticket income and add this to the total renewal amount due
- If you are renewing before 11 December 2024 a 5% discount will be automatically applied to your PRS fee

ii. If you need to pay the 6.5% rate because you do not fall under the PRS definition of amateur

PRS (Ticketed events) 6.5%	
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- in the 6.5% box enter the combined gross ticket income for all ticketed events you are paying for. Note that as there is a minimum fee of £32.49 then if your combined gross income is under £500 you will need to enter a minimum figure of 500 into this field - you can declare the actual gross amount as part of the programme submission
- The form will automatically calculate the fee owed based on the gross ticket income and add this to the total renewal amount due
- If you are renewing before 11 December 2024 a 5% discount will be automatically applied to your PRS fee

b. **For free events:** for the PRS question select the *I want to pay PRS now for free concerts* box

PRS DECLARATION FOR EVENTS HELD BETWEEN 1 NOV 23 - 31 OCT 24 *	<input checked="" type="checkbox"/> I WANT TO PAY PRS NOW FOR FREE CONCERT(S)	<input type="checkbox"/> I WANT TO PAY PRS NOW FOR TICKETED CONCERT(S)
	<input type="checkbox"/> NOT OWE PRS	<input type="checkbox"/> WE WILL PAY PRS LATER

- i. use the calculator to enter the number of events you are paying for that fall under each of the audience brackets. For example, if you are paying for one event with an audience size of up to 50 people then enter the number 1 in the box next to the *Up to 50* option.

- ii. Once you have entered all the events you are paying for **click the update total button to add this to your total renewal amount**
- iii. If you are renewing before 11 December 2024 a 5% discount will be automatically applied to your PRS fee
- c. **Complete the rest of the online renewal form and make one payment**
- d. **Programme submission for all events paid for through making Music - either:**
 - i. Use our [online form](#) to submit details of your performance programmes/set lists.
 - ii. Send programmes/set lists making sure the audience size (for free events)/total ticket income, average ticket price and audience size (for ticketed events), and the group's name, date of performance, venue and the pieces performed (including composer/arranger name) are included. These can be emailed to us at info@makingmusic.org.uk. Or posted to Making Music, 8 Holyrood Street, London, SE1 2EL.

2) If you do not owe royalty fees via Making Music:

- For the PRS question tick the *We do not owe PRS* declaration box– you do not need to send programmes.

Postal or Email renewal

If you owe royalty fees via Making Music:

1. PRS fees will need to be submitted and paid for separately from your renewal form this year. Take a look at the section below called *Paying PRS fees separately from your renewal* for more information as to how this is done and what you need to send us

If you do not owe royalty fees via Making Music:

1. Complete the declaration (Part 3a) on the renewal form – you do not need to send programmes.

Paying PRS fees separately from your renewal

You can submit a PRS return separately to your renewal:

1. Use the [PRS Self-Assessment tool](#) via our website to make payment. If you are submitting before 11 December 2024 a 5% discount will be automatically applied to your PRS fee
 - a. **For ticketed events:** Select the **Make a Payment** button
 - i. **If you qualify for the 3.25% rate as you fall under the PRS definition of amateur:**
 1. in the 3.25% box enter the combined gross ticket income for all ticketed events you are paying for. Note that as there is a minimum fee of £32.49 then if your combined gross income is under £1000 you will need to enter a minimum figure of 1000 into this field – if less than 1000 in total you can declare the actual gross amount as part of the programme submission

2. The form will automatically calculate the fee owed based on the gross ticket income and add this to the total amount due
 3. If you are submitting before 11 December 2024 a 5% discount will be automatically applied to your total fee
- ii. If you need to pay the 6.5% rate because you do not fall under the PRS definition of amateur**
1. in the 6.5% box enter the combined gross ticket income for all ticketed events you are paying for. Note that as there is a minimum fee of £32.49 then if your combined gross income is under £500 you will need to enter a minimum figure of 500 into this field – if less than 500 in total you can declare the actual gross amount as part of the programme submission
 2. The form will automatically calculate the fee owed based on the gross ticket income and add this to the total renewal amount due
 3. If you are submitting before 11 December 2024 a 5% discount will be automatically applied to your PRS fee
- b. For free events:** Select the **Make a Payment** button
- iii. use the calculator to enter the number of events you are paying for that fall under each of the audience brackets. For example, if you are paying for one event with an audience size of up to 50 people then enter the number 1 in the box next to the *Up to 50* option.
 - iv. Once you have entered all the events you are paying for **click the update total button to add this to your total amount**
- ii. Programme submission for all events paid for through making Music - either:**
- i. Use our [online form](#) to submit details of your performance programmes/set lists.
 - ii. Send programmes/set lists making sure the audience size (for free events)/total ticket income, average ticket price and audience size (for ticketed events), and the group's name, date of performance, venue and the pieces performed (including composer/arranger name) are included. These can be emailed to us at info@makingmusic.org.uk. Or posted to Making Music, 8 Holyrood Street, London, SE1 2EL.
- b) If you will not be renewing your Making Music then email info@makingmusic.org.uk to let us know you will not be renewing for 2025

If you want to find out more about PRS fees and how to pay them go to www.makingmusic.org.uk/renewals