

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 ensure that you complete the PRS section regardless of whether you have anything to pay.

Remember, **you can save 5% on PRS fees if we receive your payment by 12 December 2019!**

Group name:

Address:

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 declared accounts.

Group income	Membership fee	✓
up to £7,200	£89	<input type="checkbox"/>
up to £14,500	£140	<input type="checkbox"/>
up to £21,000	£200	<input type="checkbox"/>

Group income	Membership fee	✓
up to £31,000	£275	<input type="checkbox"/>
up to £100,000	£365	<input type="checkbox"/>
above £100,000	£465	<input type="checkbox"/>

**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.

Discount	Discount code	Discount amount	✓
Low income (under £1,000)	LID	50%	<input type="checkbox"/>
Youth Group ( <b>all</b> participating members under 21)	YTHD	25%	<input type="checkbox"/>
Member of British Mandolin and Guitar Association	BMG	10%	<input type="checkbox"/>
Member of Tŷ Cerdd	TYC	10%	<input type="checkbox"/>
Member of British Handbell Ringers	HBR	10%	<input type="checkbox"/>

MEMBERSHIP TOTAL:

£

## 2 INSURANCE

**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.

Group income	Insurance							
	None ✓	Bronze ✓		Silver ✓		Gold ✓		Custom ✓
up to £7,200		£86		£180		£350		
up to £14,500		£86		£180		£350		
up to £21,000		£86		£180		£350		
up to £31,000		£190		£360		£677		
up to £100,000		£190		£360		£677		
above £100,000								

**2b - 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:** £

### IMPORTANT

By returning a renewal form with a request for insurance you are confirming that you have read and accepted the terms and conditions which can be found online at [www.makingmusic.org.uk/t&c](http://www.makingmusic.org.uk/t&c)

Insurance Breakdown	Income	
	Up to £21,000	£21,001 to £100,000
Prices include Insurance Premium Tax of 12%.		
<b>Bronze</b>		
Public and Products Liability £5m (including charity trustee indemnity £100k) Employers Liability £10m Money £2,000	£86	£190
<b>Silver</b>		
Public and Products Liability £5m (including charity trustee indemnity £100k) Employers Liability £10m Money £2,000 "All Risks" Property up to £20,000 (including property borrowed or temporarily hired in, single item limit £5,000) Cancellation/Abandonment £2,500 any one claim or period of insurance	£180	£360
<b>Gold</b>		
Public and Products Liability £5m (including charity trustee indemnity £100k) Employers Liability £10m Money £3,000 "All Risks" Property up to £50,000 (including property borrowed or temporarily hired in, single item limit £5,000) Cancellation/Abandonment £10,000 any one claim or period of insurance	£350	£677

More info at [www.makingmusic.org.uk/renewals](http://www.makingmusic.org.uk/renewals)

## Making Music Performing Rights Scheme 2019

For concerts promoted between 1 November 2018 & 31 October 2019

Every member group must make a PRS declaration at renewal. *Complete either 3A or 3B below.*

- **If you are not paying PRS through us:** If you have paid royalties via venues or performed no works in copyright you need to declare that you have nothing to pay. *Complete Section 3A.*
- **If you are paying PRS fees through us:** let us know the size and number of events you are paying royalties for, calculate your total and – if paying before 12 December – apply your 5% discount (applicable on PRS fees only, not membership or insurance fees). *Complete Section 3B and 3C.*

3A	No royalty fees to pay for 2019 via Making Music	✓
<b>DECLARATION:</b>		
I certify that during the period 1 November 2018 to 31 October 2019, the group named overleaf promoted no concerts containing works in which the copyright is controlled by PRS for Music without a suitable licence from PRS for Music.		
For concerts 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 concert which it promotes, without licence cover from PRS for Music.		
Signed		
Role in group		
Date		
<i>Now go to Section 4</i>		

OR

3B	Royalty fees to pay for 2019 via Making Music	✓	
Size of audience	No. of events	Rate per event (inc. VAT)	Total Events x Rate
Up to 50		£15.30	
51-75		£22.96	
76-100		£30.61	
101-125		£38.27	
126-150		£45.92	
151-175		£53.58	
176-200		£61.24	
201-225		£68.89	
226-250		£76.55	
251-275		£84.20	
276-300		£91.86	
301-325		£99.52	
326-350		£107.17	
351-375		£114.83	
376-400		£122.48	
401-425		£130.14	
426-450		£137.80	
451-475		£145.45	
476-500		£153.11	
501-525		£160.76	
526-550		£168.42	
551-575		£176.08	
576-600		£183.73	
601-625		£191.36	
626-650		£199.04	
651-675		£206.70	
676-700		£214.36	
700+		£222.01	
<b>Subtotal:</b>			
(if paying by 12 December) <b>5% Discount:</b>			

### 3c - Programmes: (if completed 3B)

For each concert paid via Making Music I will either:

- ☐ complete the online submission form [www.makingmusic.org.uk/prs/prog](http://www.makingmusic.org.uk/prs/prog), or
- ☐ include a programme with audience size written on

**PRS TOTAL:**

£

## 4 DONATION

Making Music have a vision, that everyone should have opportunities within reach to make and present their kind of music with others. We know that for many people being a musician is more than just a hobby; music is a way of life and one that brings joy and creativity regardless of age, location or occupation.

Additional financial support enables us to continue, and most importantly to develop, the advice, support and resources we provide to, and our advocacy work on behalf of, leisure-time music groups of all shapes and sizes across the UK, now and in the future.

If you would like to make a donation to help us continue supporting, standing up for and celebrating groups such as yours, please complete this section and add to your payment total below. **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. <b>Membership</b> fee (including any discount)	
2. <b>Insurance</b> fee (if applicable)	
3. <b>PRS</b> fee (if applicable)	
4. <b>Donation</b> (optional)	
<b>Total:</b>	£

**5b - Payment Method:** Please tick your preferred method of payment.

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

### Return completed form to:

POST  
**Membership Team**  
**Making Music**  
**8 Holyrood Street**  
**London SE1 2EL**

EMAIL  
**info@makingmusic.org.uk**

### Extra information

We are gathering information on groups to help us improve and tailor our services. Please tell us your group's:

Approximate income/year:

.....

Month of next AGM:

.....

**making  
music**

### SUPPORTING AND CHAMPIONING LEISURE-TIME MUSIC

Making Music, The National Federation of Music Societies, 8 Holyrood Street, London SE1 2EL.  
A company limited by guarantee, registered in England and Wales no. 308632. Registered charity  
in England and Wales no. 249219 and in Scotland no. SC038849