

**Full**

**Membership Renewal Form 2022**

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 2021!**

|  |  |  |  |
| --- | --- | --- | --- |
| **Group name:** |  | | |
|  |  |  |  |
| **Your 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** | **✔** |  | **Group income** | **Membership fee** | **✔** |
| up to £7,200 | £98 |  |  | up to £31,000 | £275 |  |
| up to £14,500 | £140 |  |  | up to £100,000 | £365 |  |
| up to £21,000 | £200 |  |  | above £100,000 | £465 |  |

**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** | **✔** |
| Youth Group (**all** participating members under 21) | YTHD | 25% |  |
| Member of Brass Bands Wales | BPCBBW21R | 10% |  |
| Member of British Handbell Ringers | HRGB | 10% |  |
| Member of British Mandolin and Guitar Association | BMG | 10% |  |
| Member of Dementia Inclusive Singing Network | DISN | 25% |  |
| Member of Welsh Association of Male Choirs | WAMC21R | 10% |  |

**MEMBERSHIP TOTAL: £**

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

**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.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Insurance** | | | | | | | | |
| **Group income** | **None ✔** | **Bronze ✔** | | **Silver ✔** | | **Gold ✔** | | **Custom ✔** | |
| up to £7,200 |  | £43 |  | £95 |  | £182 |  |  |  |
| up to £14,500 |  | £43 |  | £95 |  | £182 |  |  |  |
| up to £21,000 |  | £43 |  | £95 |  | £182 |  |  |  |
| up to £31,000 |  | £69 |  | £137 |  | £257 |  |  |  |
| up to £100,000 |  | £69 |  | £137 |  | £257 |  |  |  |
| 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 enclosed terms and conditions documents. If the documents are not included please contact us. The Full Policy Wording is available online or by request.

|  |  |  |
| --- | --- | --- |
| **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 charity trustee indemnity £100k)  Employers Liability £10m  Money £2,000 | **£43** | **£69** |
| **Silver** | | |
| 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 | **£95** | **£137** |
| **Gold** | | |
| 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 | **£182** | **£257** |

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

**3 PRS**

**Making Music Performing Rights Scheme 2021**

**For performances promoted between 1 November 2020 & 31 October 2021**

Every member group must make a PRS declaration atrenewal. *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 2021 via Making Music | | **✔** | **OR** | **3B** | **Royalty fees to pay** for 2021 via Making Music | | | | **✔** |
| **DECLARATION:**  I certify that during the period 1 November 2020 to 31 October 2021, 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. | | | |  | **Size of**  **audience** | | **No. of**  **events** | **Rate per  event** (inc. VAT) | **Total**  Events x Rate | |
|  | Up to 50 | |  | £16.07 |  | |
|  | 51-75 | |  | £24.11 |  | |
|  | 76-100 | |  | £32.15 |  | |
|  | 101-125 | |  | £40.19 |  | |
|  | 126-150 | |  | £48.23 |  | |
|  | 151-175 | |  | £56.27 |  | |
|  | 176-200 | |  | £64.31 |  | |
|  | 201-225 | |  | £72.35 |  | |
|  | 226-250 | |  | £80.39 |  | |
|  | 251-275 | |  | £88.43 |  | |
|  | 276-300 | |  | £96.47 |  | |
|  | 301-325 | |  | £104.51 |  | |
|  | 326-350 | |  | £112.55 |  | |
|  | 351-375 | |  | £120.59 |  | |
|  | 376-400 | |  | £128.63 |  | |
|  | 401-425 | |  | £136.67 |  | |
|  | 426-450 | |  | £144.71 |  | |
|  | 451-475 | |  | £152.75 |  | |
| Signed | |  | |  | 476-500 | |  | £160.79 |  | |
|  | 501-525 | |  | £168.83 |  | |
|  | | | |  | 526-550 | |  | £176.87 |  | |
| Role in group | |  | |  | 551-575 | |  | £184.91 |  | |
|  | 576-600 | |  | £192.95 |  | |
|  | | | |  | 601-625 | |  | £200.99 |  | |
| Date | |  | |  | 626-650 | |  | £209.03 |  | |
|  | 651-675 | |  | £217.07 |  | |
|  | | | |  | 676-700 | |  | £225.11 |  | |
| *Now go to Section 4* | | | |  | 700+ | |  | £233.15 |  | |
|  | | | |  |  | |  | **Subtotal:** |  | |
| (if paying by 12 December) **5% Discount:** | | | | | | | | |  | |

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

For each performance paid via Making Music I will either:

* + complete the online submission form [www.makingmusic.org.uk/prs/prog](https://www.makingmusic.org.uk/submit-your-concert-programme-details), or

**PRS TOTAL: £**

* + include a programme with audience size written on

**4 DONATION**

Making Music’s vision is that everyone should have opportunities within reach to make and present their kind of music with others. Since the pandemic began, more people are realising just how crucial making music with others is to our well-being and happiness, by connecting, healing and balancing us all.

Throughout the pandemic, Making Music has worked hard to support leisure-time music groups by creating extra resources and tools, online events, connections and opportunities, and campaigning on behalf of our members and the sector.

As we face the fallout of Covid-19, many of our members have been impacted and this means an impact on us too. A reduction in their income means a reduction in our income, the full force of which we expect to feel in 2022.

We want to continue to be there for you, so if you are in a position to make a donation, we would be very grateful. Please complete this section and add the amount you would like to give 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. **Membership** fee (including any discount) |  |
| 1. **Insurance** fee (if applicable) |  |
| 1. **PRS** fee (if applicable) |  |
| 1. **Donation** (optional) |  |
| **Total:** | **£** |

**Important:** We ask that you please pay by **BACS** instead of cheque where possible. Due to coronavirus and with fewer staff in the office to pick up post, we will not be processing cheques regularly. In addition, the bank charges us 60p to process each cheque, which reduces funds that we can put towards services for your group.

**5b - Payment Method:** (please tick)

* **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:**

**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:………………………………………….

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

**Post:**

**Membership renewals**

**Making Music**

**8 Holyrood Street**

**London SE1 2EL**





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