



Terms and Conditions of Booking Applicable from 1st January 2027

Musica's Financial Terms

- In order to support our on-going work which requires considerable expense in the purchase of music, music licensing, public indemnity, rehearsing etc there is a small token charge of just .50p per ticket sold for the choir's performance. This will be paid in cash to the treasurer on the night or by BACS to the Musica Charity Choir account after the performance.
- No payment is made to the Musical Director or any singers who devote their time totally free.
- In order to maintain the high quality of performance we engage an excellent accompanist who is paid a fee of £100. However, if he is unavailable for your concert, we will have to engage a deputy and the fee may have to be negotiated.
- The accompanist's fee must be paid to the Choir Treasurer in cash on the night of the concert. A receipt will be issued.

Musica's Responsibilities

- Musica is responsible for the selection of music to be performed. We are always open to tailor the selection towards a chosen theme or to include requested pieces if they are in our repertoire.
- Unless otherwise agreed, the duration of music performed will be approximately 100 minutes, split either side of an interval.
- Musica can produce a poster for the concert which the organiser will be responsible for duplicating.
- Musica will produce a simple A4 folded concert programme master which the organiser will be responsible for duplicating.
- Unless otherwise agreed, Musica will bring an electronic keyboard, which has been PAT-tested and is subject to visual safety checks.
- Any other electrical equipment that Musica brings (e.g. lights) is subject to visual checks for safety.
- Musica holds public liability insurance.

Musica's Concert Day Requirements

- Ability to unload a car close to the venue.
- Parking for 8-10 choir cars within close proximity to the venue.
- Space and seating for up to 26 choir members.
- Adequate toilet facilities.
- Space for an electronic piano.
- A socket or power extension cable near where the piano will be.
- That the performance space will have been heated for arrival.
- That lighting above the choir area will be adequate.
- A room or separate space to put bags and coats.

Concert Organisers Responsibilities

- to organise the concert at the venue.
- to decide on the ticket price(s) and method(s) of sale.
- to promote the concert. (Musica can provide a poster design but copying and distributing it is the Concert organiser's responsibility.)
- to provide and sell the tickets; the expectation is an audience of 75 people and 60 at a minimum
- to decide upon and organise concert refreshments, raffle, venue decoration and any other peripheral activities on concert day.
- to maximise profits as best as possible, including pre concert refreshments if possible.
- to ensure that Musica's concert day requirements are fulfilled.
- to ensure that the Venue is a safe space in which to perform with appropriate unlocked fire exits and an evacuation procedure.
- to ensure there is public liability insurance covering the event.
- to ensure any venue [music licensing](#) issues are addressed.

Cancellation Policy

- In the unlikely event that the Concert organiser cancels the event, no charge will be made by Musica. It will be the responsibility of the Concert organiser to refund ticket sales directly to its customers.
- In the unlikely event that Musica cancels in advance of the event, there will be no liability on Musica Charity Choir MK, its members or Officers. It will be the responsibility of the Concert organiser to refund ticket sales directly to its customers.

Data Protection Policy

- Musica conforms to the seven principles of the [General Data Protection Regulation](#) (GDPR).
- Musica collects only limited personal data from its Concert organiser's (Contact name, contact email address and Contact phone number).
- The data is only used for the purposes of communicating about concert arrangements.
- The data is kept in a Google Drive folder, which is accessible only by Officers of the choir. Email addresses will, of course, also appear in senders' mailboxes.
- Musica would like to keep these limited personal details on file after the concert is over because Concert organisers often book the choir again in the future. If you prefer us to delete your data as soon as is practicable after the concert date, please email us on contact@musicamk.

Please return your confirmation of this agreement to contact@musicamk

In returning this form, you are agreeing to the Terms and Conditions it contains by, or on behalf of the Concert Organiser.

What happens next?

- WE will confirm your booking and you can start making your initial plans.
- About four months before the concert date, a member of the choir will become your designated contact and they will get in touch to see how your plans are progressing, discuss the poster with you and gather any other information that either of us may need.