

BOOSEY & HAWKES

601 W. 26th St. Suite 312, New York, NY 10001
Phone: (212) 358-5300, ext. 2 | Fax: (212) 358-5307 | Email: usrental@boosey.com

License/Rental Material Request Form

Please complete all items relevant to your request. Your application will be processed in the order in which it was received. We will send a rental contract to you within 1 to 3 business days following our receipt of a *complete* application. **We require ten business days to process all signed rental contracts; materials that must ship within ten business days of our receipt of your signed rental contract (document to follow) will be charged an additional, nonrefundable \$250 rush fee.** See the following page for FAQs related to our policies and procedures. If you'd like to be in receipt of a quote prior to placing an application for a license, visit www.boosey.com/usrental.

Today's Date _____

Registration Details

Organization Name _____ Account Number _____

Annual Budget _____

Organization Type (Select one) Professional Regional College University (PO # _____) Community/Youth

ASCAP ID _____ BMI ID _____ SOCAN ID (Canadian Customers Only) _____

Name _____ E-mail _____

Phone _____ Fax _____

Billing Address Attn: _____

Shipping Address Attn: _____

Work Details

Composer _____ Title _____

Excerpt (where applicable) _____ Duration _____ Quote No. _____

Materials Details

Each set includes one set of winds, brass, and percussion (where applicable), strings and one full score.

Required Receipt Date (Do not write "ASAP") _____ First Rehearsal Date _____

String Count ____ / ____ / ____ / ____ / ____ Additional Materials Required _____

Performance Details

Total number of performances _____

Performance Date(s) _____ Venue(s) _____

Conductor _____ Soloist _____

Additional Requirements (Check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Radio Broadcast | <input type="checkbox"/> Television broadcast |
| <input type="checkbox"/> Within two weeks after performance | <input type="checkbox"/> Streaming/digital broadcast |
| <input type="checkbox"/> Two weeks to six mos. after performance | <input type="checkbox"/> Reading rental (3 week rental, no performance) |
| <input type="checkbox"/> More than six months after performance | <input type="checkbox"/> Degree required, adjudicated individual student recital |
| <input type="checkbox"/> More than one year | <input type="checkbox"/> Free performance for children/educational perf. |
| <input type="checkbox"/> Recording | <input type="checkbox"/> Performed as part of a religious service |
| <input type="checkbox"/> Archival recording <input type="checkbox"/> Commercial recording | |

If you are not a member of ASCAP, BMI or SOCAN, you must contact them to secure a license (except Secondary schools and Churches)
ASCAP 1-800-652-7227 BMI Existing Accounts 1-877-264-2137 BMI New Accounts 1-877-264-2139

How long does it take to process an application?

For maximum efficiency in managing high volume, we provide licenses for applications in the order in which they are received. In the event that we require additional information about your application, we will contact you within one to three business days.

Once your contract has been signed and returned, materials require at least **TEN BUSINESS DAYS** to prepare. We recommend that you submit an application at least 4 to 6 weeks BEFORE you require materials in hand.

For opera and dance performances, please contact our Grand Rights Manager to begin your licensing process.

When is an order considered a RUSH order?

Materials that must ship within 10 business days of our receipt of your signed contract are subject to a non-refundable \$250 fee in addition to rental, shipping and handling fees.

When will our order arrive (Date Materials Required)?

Orders are scheduled to arrive by the date you specify on the "Date Materials Required" section of our order form. We recommend that you place your order for materials to arrive well in advance of your first rehearsal date.

How long can we have rental sets?

Materials can be rented up to 10 weeks before your performance date, but you may not receive them sooner than 10 business days from the date we are in receipt of your contract without incurring our rush fee. We do not prorate our rental period.

What if we want to extend our rental?

Extended rentals are charged at one first performance fee for each 10 week period and cannot be prorated. You must notify us in writing to arrange an extended rental.

Why do you need our ASCAP/BMI/SOCAN ID?

Public performance without a performance license is an infringement of copyright, even if rental fees have been paid. If the Organization or the performance's venue does not have a current performance license in place from the appropriate performing rights organization, B&H has the right to collect a performing right fee in addition to the Rental Fee due.

Do you provide materials for reading rehearsals only?

We provide materials for reading without public performances in three week reading rental periods. This rental period cannot be prorated; if you need to retain materials for longer than three weeks, a second reading fee will be assessed.

How does Boosey & Hawkes determine rental prices?

Prices are determined using three criteria and are not inclusive of shipping and handling charges:

1. Annual budget of the performing organization
2. Duration of the work as determined by Boosey & Hawkes
3. Size of orchestration (Orchestral, Chamber orchestra, or Ensemble) as determined by Boosey & Hawkes

What is the definition of an "Educational Concert"?

An "Educational Concert" is a performance given for a secondary school audience where an regional or professional

orchestra performs a "run-out" concert at the school, or the children are bussed in during school hours, and where no ticket fees are charged. There is a discount on rentals for these types of performances.

There is a special rate for student recitals ONLY if they are adjudicated performances for a degree requirement. We will not rent sets to individual students. Please have your school's ensemble library or music department administrator contact us to process your order or to set up an account.

What if we want to record our concert?

If you are producing more than one sound recording of your concert or studio session, you must be in receipt of a license. Contact our rental and licensing department at (212) 358-5300 option 2 for a license for this use. If you are broadcasting an audio visual feed, you must be in receipt of a synchronization license; please visit <http://www.imagemcs.com/home.aspx>

What if we want to broadcast our concert?

Local radio or cable broadcasts of performances are charged based on when they occur. There is no limit on the number of broadcasts. Please refer to the chart below for pricing rates:

Up to two weeks after final performance	No charge
Between 2 weeks and 6 months	25% of a first performance fee
Up to one year	50% of a first performance fee
Broadcasts beyond one year	1 first performance fee

May we have advanced scores, strings or wind sets?

In the event that you must receive string masters or scores earlier than 10 weeks before your performance, we charge an administrative fee of \$15 per and \$25 per score plus shipping. For operas, advance strings are billed at \$25 per part. Advanced materials will not be sent out more than six months before a performance. Advance part orders are subject to our rush fee policy. Please plan accordingly.

Our rental set is missing a part. What do we do?

Please check your set against the packing slip immediately upon receipt of materials. *Do not wait until it is too late!* We are not responsible for problems resulting from missing parts if they are reported to us *after* the concert date is past or if final rehearsals are imminent. Notify us if you are missing a part by calling 212-358-5300 ext. 2 or emailing usrental@boosey.com, detailing the situation and your transaction number.

What if we lose a part?

All sets returned incomplete are assessed a missing parts fee of \$30 per part and \$200 per full score. All returns must be returned in a single package, when possible. If you return missing parts back to us, we will refund 50% of the missing parts fee.

What if we cancel our performance?

All cancellations must be made in writing. We will not honor cancellation requests made over the phone. There is no fee for concert cancellations that occur before materials have been shipped out from the library. Concerts cancelled *after* materials have been shipped but *before* the performance date, will incur a \$75 reshelving fee in addition to shipping charges. Rental fees will be credited. Concerts cancelled *AFTER* the performance date listed on your order form will not be credited.