

**For a Quote, please email
usrental@boosey.com.
Please be sure to include the
approximate annual budget
of your organization with
your request.**

BOOSEY & HAWKES

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

RENTAL ORDER FORM

Please complete all items relevant to your order. **PRINT CLEARLY PLEASE** We will follow up within 24 hours of receipt of your completed rental order with a rental contract for you to sign and return. Please return your signed rental contract immediately.

Date: _____ EMAIL _____ FAX _____

Date Materials REQUIRED: ___/___/___ *Please do not write "ASAP". **ORDERS WILL BE CHARGED A RUSH FEE OF \$275.00 (S&H Not included) IF materials are required to SHIP from our warehouse within 2 WEEKS (10 BUSINESS DAYS-excluding holidays) of our receipt of your signed contract.** All other orders need a minimum of 10 business days to be properly processed. Standard Rental Period is 10 weeks prior to the first performance date. Thank you for planning ahead. Please visit our website at www.boosey.com/usrental for more information.

Name of Organization: _____ Customer Number: _____

_____ Professional Orchestra (Approx. Annual Budget: _____)
 _____ Community Orchestra (Approx. Annual Budget: _____) ASCAP ID _____
 _____ College / University (P.O. Number: _____) BMI ID _____
 _____ Religious Organization or Youth Orchestra (Canada only) SOCAN ID _____

Shipping Address: _____ Billing Address: _____

Attn: _____ Attn: _____
 Tel: _____ Tel: _____

Composer: _____ Piece: _____ Venue: _____

Each Complete Set includes 1 set of Ww/ Perc. /Brass, 1 set of Strings and 1 Full Score)

String Count Required: _____/_____/_____/_____/_____ Please note: we attempt to match string requirements. In the event that sufficient strings are not available, permission to photocopy strings may be granted.

Additional Materials: _____

Number of Performances: _____ First Rehearsal Date _____
 Performance Dates: _____

Preferred Shipping Method (Please choose one):
 UPS Ground UPS 3-Day UPS 2-Day UPS-Next Day (UPS Int'l Express for Non U.S.)
 Conductor: _____ Soloists: _____

- Check All That Apply:
- Performing only portions of piece** (# of minutes _____)
Which portions? _____
 - Student recital - Performance to fulfill degree requirements**
 - Reading rental (3 weeks; no public performance allowed)**
 - Performance is part of a religious service**
 - Free performance for children / educational concert**
 - Recording (Not including archival recordings)**
 - Radio Broadcast**
 _____ Broadcast within 2 weeks of live performance
 _____ Broadcast 2 weeks to 6 months after performance
 _____ Broadcast more than 6 months after performance
 - Television Broadcast**

Details:

How long does it take to process a rental order?

All orders require at least **TEN BUSINESS DAYS** to prepare upon receipt of a signed rental contract. This means we will not ship from our New York warehouse until after 10 business days. We recommend that you send in an order form at least 4 to 6 weeks **BEFORE** you require materials in hand. For opera and dance performances, do not fill out this form; instead, please contact our Grand Rights Manager to begin your licensing process.

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 11 business days from the date you place the order without incurring our rush fee. We do not prorate the rental period.

When is an order considered a RUSH order?

Rental requests that do not leave at least 10 business days before shipment from our New York warehouse are subject to a \$275 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. Rental orders that do not specify a Date Materials Required will NOT be processed. We recommend that you do not schedule rehearsals on the date you expect to receive your materials.

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.

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 orchestra performs a "run-out" concert at the school, or the children are bused 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?

We allow one archival recording to be made free of charge. If you are recording this for commercial use, you must contact the rental department directly for the recording rental fee, and you then must contact our Business Affairs department about licensing the recording at 212-538-5355.

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

For national or regional broadcasts please contact our Business Affairs department at 212-358-5353.

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 \$10 per and \$20 per score plus shipping. For operas, advance strings are billed at \$20 per part. Advanced materials will not be sent out more than six months before a performance. ALL advance part orders are subject to our rush fee policy. Please plan accordingly.

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. Except in the case of large sized opera sets, all returns must be returned in a single package. Please notify us in writing of any unusual circumstance regarding the materials' return. If you return missing parts back to us, we will refund 50% of the missing parts fee.

What if we cancel our performance?

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 re-shelving 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.

All cancellation notices must be made in writing.

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.