

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

35 E. 21st St. 4<sup>th</sup> floor, New York, NY 10010  
 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** orders are entered in order of DATE MATERIALS REQUIRED, so kindly be patient for your order to be entered

Date: \_\_\_\_\_ EMAIL \_\_\_\_\_ FAX \_\_\_\_\_

**Date Materials REQUIRED:** \_\_\_/\_\_\_/\_\_\_ \*Please do not write "ASAP". **ORDERS WILL BE CHARGED A RUSH FEE OF \$250.00 (S&H Not included) IF materials are required to SHIP OUT our warehouse within 2 WEEKS (10 BUSINESS DAYS, excluding holidays) of ordering.** All other orders need a minimum of 10 business days to be properly processed. Standard Rental Period is 10 weeks before first performance date. Extended rental periods are for 3 months and are charged at one first performance fee. Thank you for planning ahead.

Name of Organization: \_\_\_\_\_ Customer Number: \_\_\_\_\_

\_\_\_\_\_ Professional Orchestra (Approx. Annual Budget: \_\_\_\_\_ )  
 \_\_\_\_\_ Community Orchestra (Approx. Annual Budget: \_\_\_\_\_ ) ASCAP ID \_\_\_\_\_  
 \_\_\_\_\_ College / University (P.O. Number: \_\_\_\_\_ ) BMI ID \_\_\_\_\_  
 \_\_\_\_\_ Church 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)
  - \_\_\_\_\_ 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 live performance
    - \_\_\_\_\_ Broadcast more than 6 months after live performance
  - \_\_\_\_\_ Television Broadcast

## How long does it take to process a rental order?

All orders require at least **TEN BUSINESS** days to prepare upon receipt of a completed rental order form. 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 operas, we suggest that you begin your planning long in advance as those orders require a more detailed contract and will not be processed until the contract is signed.

## How long can we have rental sets?

Rental sets can be sent for 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. Boosey & Hawkes charges a rush fee of \$250.

## When is an order considered RUSH order?

Rental requests that do not leave at least 10 business days before shipment from our New York warehouse are subject to a \$250 fee in addition to rental, shipping and handling fees.

## When will our order arrive (Date Materials Required)?

Orders will arrive on or before the date you specify on the "Date Materials Required" section of our order form. Rental forms received that do not have 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?

A rental extension is charged at one first performance fee for each 3 month extension. Extensions are available in 3 month increments only.

## 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 of 8 or fewer players) 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 bussed in during school hours, and where no ticket fees are charged. There is a discount on rentals for these types of performances.

## 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.

\*Amended May 4, 2007

## 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.

## I am a student; may I rent a work for my recital?

For student recitals, the student must order all music through the school music department using that schools account. Please have your school's ensemble library or music department administrator contact us to process your order or to set up an account. We will not rent sets to individual students.

## 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 part plus shipping. For Operas, advance strings are billed at \$20 per part. Advanced parts 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. If you notify us in advance that you are awaiting all the parts back, we will note this. If you return missing parts back to us, we will refund the missing parts fee by %50.

## 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 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.

All cancellation notices must be made in writing.

## Our rental set is missing a part, what do we do?

Be sure you check your rental set carefully WHEN YOU RECEIVE IT; DO NOT WAIT UNTIL IT IS TOO LATE. Please triple check your package ship immediately upon receipt of materials. 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 either calling 212-358-5300 ext. 2 or email us at [usrental@boosey.com](mailto:usrental@boosey.com) detailing the situation and your transaction number.