

MUSIC HIRE APPLICATION

WINWOOD MUSIC • MERRYFIELD BUSINESS CENTRE
TRANENT • EAST LOTHIAN • EH33 1ET
WEBSITE: www.winwoodmusic.com • EMAIL: sales@winwoodmusic.com

1 ADDRESS DETAILS

BILLING ADDRESS

NAME: _____

ADDRESS: _____

POSTCODE: _____ DAYTIME TEL: _____

EMAIL: _____

DELIVERY ADDRESS (if different to billing address)

NAME: _____

ADDRESS: _____

POSTCODE: _____ DAYTIME TEL: _____

EMAIL: _____

2 PAYMENT METHOD

I will pay by bank transfer within 7 days of invoice

Please send Pro Forma invoice which I'll pay on receipt

Please charge my credit/debit card

VISA/MasterCard Maestro

CARD NO.

EXPIRY DATE SECURITY CODE

CARDHOLDER'S NAME _____

ISSUE NO. (Maestro) ____ VALID FROM (Maestro) _____

SIGNATURE: _____ DATE: _____

3 ORDER DETAILS

PERFORMANCE DATE(S): _____

VENUE(S): _____

BAND/ORCHESTRA: _____

CONDUCTOR: _____

SOLOIST: _____

CODE	COMPOSER	TITLE
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MATERIALS REQUIRED FROM: _____

UNTIL: _____

Every effort will be made to fulfil these dates but please allow please allow 28 days notice if possible.

STRING REQUIREMENTS

Violin 1 Violin 2 Viola

Violoncello Double Bass

I have read and understood the accompanying Terms and Conditions and am qualified to agree to them on behalf of the applying business.

Signed: _____ Print Name: _____

Position: _____ Date: _____

SPECIAL REQUIREMENTS

FOR OFFICE USE

RECEIVED:

DATE OUT:

SET ID:

REPLIED:

DATE IN:

INVOICE NO:

NOTES:

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Music Hire Terms and Conditions

1. Please check the instrumentation list accompanying the materials and notify us immediately if there are any errors, omissions, or materials damaged beyond use.
 2. The material is supplied solely for the performance(s) as specified in your order. They must not be passed on to a third party or used for:
 - a) Any mechanical reproduction whatsoever, including sound and video recordings
 - b) Television, film, or video
 - c) Radio or Podcast transmission unless expressly agreed in advance.
- Any other use of the material requires the previous written consent of the publisher.
3. The materials must be returned securely packed, complete, and in good condition immediately after the performance(s). Material not returned within 7 days of the last performance date will incur additional charges.
 4. The hirer will pay, at cost, for the full replacement of materials not returned or damaged beyond use other than by fair wear and tear.
 5. The hirer will pay the full cost for the replacement or cleaning of materials defaced (marking in ink, coloured pencil, or obliteration of text or music).
 6. All performances involving this material must be notified to the Performing Rights Society or its affiliates overseas.
 7. This work is copyright and the unauthorised adaptation or copying of the material in whole or part by any method is illegal.
 8. The hirer will supply a copy of the concert programme(s), acknowledging the composer and publisher of the work(s) with the returned materials.
 9. The hirer will supply, on request, two complimentary tickets for each concert performance to the publisher.