



AYLESBURY
SYMPHONY
ORCHESTRA

Terms and Conditions of Hire

- Material must be returned by the due date overleaf. If material is not received by this date additional hire fees may be charged.
- Charges for individual parts or copies missing may be made if not returned within one month of receipt of the bulk of the material.
- Hire material must be returned securely packaged by a registered delivery service (or similar), in good order and in the correct sequence as supplied.
- Any markings should be made lightly in pencil and removed before return. Markings should not be made in biro, ink, crayon, or felt-tipped pen.
- No physical alteration of material is allowed, for example: pasting or sticking over, removal of pages, or cutting with scissors.
- Hire material must not be passed on to a third party or used by a third party for any purpose whatsoever.
- All performances of copyright works must be registered with the Performing Rights Society (PRS). When submitting details of performances to the PRS please ensure that the fullest information is given (publisher, composer, full title of work, performance venue etc).
- Aylesbury Symphony Orchestra will be supplied, upon request, with two complimentary tickets for performances using material hired under this contract.
- Payment for hire fees and dispatch charges is due immediately upon issue of invoice. This invoice will be issued after the despatch of the material.
- If an order is placed and subsequently cancelled before the material is dispatched, then no cancellation fee will apply.
- Orders cancelled after the dispatch of the material may be subject to a cancellation fee at our discretion. This fee will be additional to dispatch costs.

Aylesbury Symphony Orchestra appreciates the co-operation and goodwill traditionally shown by other Orchestral Societies in helping to keep our music at an acceptable performance standard. Please ensure that all parts are returned in the same condition they were sent to you. Thank you.