



City of Westminster

WESTMINSTER MUSIC LIBRARY

TERMS AND CONDITIONS FOR THE HIRE OF PERFORMANCE SETS

Conditions of hire

- 1) Performance sets may be hired from Westminster Music Library by any group whose application has been accepted by the library.
- 2) If a group is attached to an educational institution, a member of staff must act as guarantor.
- 3) Groups are responsible for ensuring their account details are updated with any changes to personnel or contact details. The library must be informed immediately of any change of contact details.

Hiring facilities and conditions

- 4) Sets may be hired in person from 35 St Martin's Street, London WC2H 7HP.
- 5) Sets are only checked out to the authorised signatories.
- 6) Sets should be returned in person to Westminster Music Library. If you are unable to return the sets in person, delivery by post or courier may be made only with prior approval by library staff. The ensemble is responsible for the cost of any sets lost in transit.
- 7) Sets must be returned to Westminster Music Library and will not be accepted at any other libraries.
- 8) Any set in the library's stock may be reserved up to 12 months in advance.

Hire periods and charges

- 9) Sets are hired for a minimum of one calendar month.
- 10) Charges are per calendar month per set; a current price list is available from the library.
- 11) Sets may be hired for up to 6 months.
- 12) Sets cannot be checked out until the appropriate hire charges have been paid.
- 13) Refunds are not given on sets returned before the end of the hire period.
- 14) Sets returned after the due date will incur a further hire charge at the monthly rate.

Renewal of hire

- 15) Sets may be renewed through the Music Library unless requested by another group. A further hire charge will be required in advance.

Lost, damaged and missing scores or parts

- 16) Sets hired in person must be checked for completeness when collected from the library. Missing parts must be reported immediately.
- 17) Sets should be checked on receipt. The library should be notified within 3 days if any scores or parts are missing.
- 18) Sets must be put in correct numerical order before return.

- 19) The group is responsible for sets hired, and must replace any lost or damaged scores or parts. Replacement scores or parts must be of the same edition. Photocopies are not acceptable. If the group is unable to provide suitable replace parts, a fee will be charged per missing part.
- 20) Any markings made in previously unmarked conductors' scores must be removed before return. Failure to do so will result in the full replacement charge being levied.
- 21) Any markings made in individual scores must be removed before return. Failure to do so will result in the full replacement charge being levied.
- 22) The return of incomplete sets will result in the suspension of membership until the missing parts are replaced or paid for.

Loss of sets

- 23) Groups remain responsible for hired sets until returned to the library. A group will be held liable for the full replacement value of any lost set.

Withdrawal of hire facilities

- 24) The library will take all necessary steps to secure the return of overdue sets and the payment of outstanding hire and replacement charges.
- 25) Hire facilities will be withheld from a group if overdue sets are retained or any other outstanding charges remain unpaid.
- 26) The library retains the right to withdraw hire privileges at any time.

Westminster Music Library, 35 St. Martin's Street, London WC2H 7HP(020) 7641 6200
www.westminster.gov.uk/services/libraries/special/music/ musiclibrary@westminster.gov.uk