

# C.F. Peters Corporation

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## RENTAL ORDER CONTRACT

*Please complete all items relevant to your order.*

Date: \_\_\_\_\_

Name of Performance Organization: \_\_\_\_\_ Peters Acct. #: \_\_\_\_\_ (if known)

- Professional Orchestra  
 University/College  
 Community/Amateur/High School (high school P.O.s not accepted)  
 Church

Shipping Address:

Billing Address:

Attn: \_\_\_\_\_

Attn: \_\_\_\_\_

Tel: \_\_\_\_\_ E-mail: \_\_\_\_\_ Tel: \_\_\_\_\_ E-mail: \_\_\_\_\_

Composer: \_\_\_\_\_

Title of Work: \_\_\_\_\_

Conductor: \_\_\_\_\_

Soloist (if any): \_\_\_\_\_

# of Performances and Date(s): \_\_\_\_\_

- World Premiere  US Premiere

First planned rehearsal date: \_\_\_\_\_

Venue of the performance(s): \_\_\_\_\_

### Materials needed:

Rental materials include 1 full conductor's score/1 wind set/1 string set (i.e. V1/V2/Va/Vc/Db)

String count preferred:        /        /        /        /

Additional materials: \_\_\_\_\_

Payment:  Check  P.O. (universities/colleges only, copy of P.O. required prior to shipment)

Credit Card Type:  Visa  MC  Amex  Disc # \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Preferred Shipping Method (Domestic):  UPS Ground  UPS 3-Day  UPS 2-Day  UPS Next Day

International Options:  USPS Air Mail  Fed-Ex International Priority

- Performing only a portion of the piece (# of minutes \_\_\_\_\_)  
 Reading only (no public performance allowed)  
 Performance will be staged (opera/ballet/other dramatic or choreographed work)  
 Recording (including archival purposes)  
 Radio Broadcast  Telecast  Audio Live Stream  Video Live Stream  
 Audio Recording # of copies to be produced: \_\_\_\_\_

Additional details: \_\_\_\_\_

(One copy of the archival recording should be signed and sent to us with the returned materials).

## Rental Terms and Conditions

1. Music will be ordered far enough in advance to assure availability of materials at performance time. Six months prior to performance is recommended. **ORDERS PLACED WITHIN EIGHT WEEKS OF THE PERFORMANCE MAY BE SUBJECT TO ADDITIONAL RUSH FEES AND CANNOT BE GUARANTEED. We also cannot guarantee shipment by your preferred date of delivery.**
2. No orders will be considered confirmed until the quote has been accepted and, when pre-payment is requested, all fees paid.
3. If your organization does not have an open account with us, **payment *must* be received before the music can be shipped.** We accept all major credit cards, checks (must have an imprinted USA address and routing number), university/college purchase orders and bank transfers. All payments must be made in U.S. dollars.
4. We will ship the rental materials to arrive between four and six weeks prior to the first performance.
5. Scores and sets may be marked with light pencil only. All markings should be erased by the performance group before the material is returned to the rental library (excluding professional sets). Inserts or cuts may not be pasted or taped over the music. The customer account will be charged if any returned materials are defaced or damaged.
6. **Live streaming (audio and/or visual) will require additional fees.** All streaming of copyrighted works is considered a separate use from the performance and may require a license. Please inquire with the Rental Manager or Rental Librarian about recording fees and a license. Recording fees are determined by the length of the stream's availability and the duration of the work.
7. All rental materials must be returned. Any part discrepancy must be reported within fifteen days of the invoice date. **THE LIBRARY WILL CHARGE FOR MISSING PARTS. NO CREDIT CAN BE ISSUED ONCE THESE PARTS HAVE BEEN INVOICED.** The following rates will apply:

Carols/Hymns/Anthems: \$9.75 per part

All other parts: minimum of \$18.00 - maximum \$75 per part.

*\*Pricing is always at the discretion of the rental manager, and is largely based on the size of the rental set and the duration of the work.*

8. Cancelled, postponed or added performances must be reported to us in writing. We will charge 25% of the original rental fees plus all shipping/handling expenses for the cancellation of rental orders which have already been shipped, **THERE WILL BE NO COMPLETE REFUNDS.** No cancellation charge applies for materials not yet shipped.
9. Materials must be well-packed for return shipment. We suggest wrapping in cardboard, two layers of heavy paper and sealed with nylon tape. The full replacement fee will be charged for damaged material due to insufficient packing. **WE REQUIRE THE USE OF A TRACKABLE SERVICE SUCH AS UPS OR FED-EX FOR RETURNS. PLEASE KEEP A RECORD OF THIS TRACKING INFORMATION.**
10. Rental materials may not be photocopied or scanned without written permission from the publisher.

By signing this document, on behalf of the performing organization, I hereby agree to all terms and conditions stated in this document.

Name \_\_\_\_\_ Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Thank you for your order. We appreciate your business.

**C.F. Peters Corporation Rental Library**

E-mail: [rentals.us@editionpeters.com](mailto:rentals.us@editionpeters.com)

Phone: 718-416-7821 or 718-416-7826