



ISB/GARY KARR MUSIC LIBRARY RENTAL AGREEMENT & ORDER FORM

1. **Check the parts!** Notify within three (3) business days if parts received do not match the rental instrumentation slip. If ISB is not contacted about errors within three (3) business days, the rental packing slip will be considered correct.
2. **Rentals ship** up to approximately **eight (8) weeks prior** to your performance and are **due back one (1) week following your performance**. The regular rental period lasts a maximum nine (9) weeks; however, advance arrangements may be made for an extension available in four (4) week increments. Please note the **RETURN DATE DUE** on invoice and rental instrumentation slip – music must be received by us on or before this date.
3. Please **return all material immediately after the last performance in the same condition they were received. Send by prepaid shipment requiring signature upon delivery to ISB, adequately wrapped and insured.** (International customers are responsible for all duties, taxes and brokerage fees.) Any delays in shipping or lost/damaged packages are your responsibility. Return shipment must be made by UPS or FedEx, trackable, and insured for the replacement cost of the music.
4. If **music is not returned** to ISB by the return date your organization is subject to a late return fee of an additional four (4) week rental. If the music has not been returned after two extensions, **YOU WILL BE INVOICED FOR THE REPLACEMENT COST OF THE MUSIC** (\$1,500.00 U.S. for string orchestra, \$2,500.00 for full orchestra). **NO RETURNS WILL BE ACCEPTED AFTER THAT TIME.** Due to the value of the score and parts rented we prefer it be returned, so a refund for replacement costs invoiced and paid will be given up to 90 days after payment has been made.
5. **Your organization will be billed for any lost or damaged parts.** TO AVOID ADDITIONAL RENTAL CHARGES, PLEASE RETURN THE BULK OF THE MUSIC WITH MISSING PARTS TO FOLLOW. Individual **lost parts** that are not returned within thirty (30) days after your performance will be replaced at your expense (\$100 U.S. per part). If more than ten (10) parts are not returned within thirty (30) days after your performance you will be charged the replacement cost for all of the music (\$1,500.00 U.S. for string orchestra, \$2,250.00 for full orchestra).
6. **Do not use colored pencil or ink on parts.** If necessary, use light pencil only.. Do not use Scotch tape to repair torn music. ISB will repair the music.
7. Music in the public domain does not require clearance for renting or performing. When renting a composition protected by **copyright law**, ISB does not grant or imply performance rights. It is the **responsibility of the renting organization** to secure **all necessary clearances**, if needed, and for payment of all **royalties**. This can be done by notifying ASCAP, BMI, etc.
8. **Copying of music by any process whatsoever is forbidden**, as is creating arrangements or transcriptions. Any deviation from this requires prior authorizations from ISB.
9. When returning music, please include two (2) copies of your program in the package for our files.
10. **Payment for rentals is due prior to shipment and upon receipt of invoice**, including applicable taxes. Shipping and handling fees are additional and will be invoiced at the time of shipment.

I have read and agreed to the terms of this agreement.

Date _____

Signature _____

Composer _____ Date Ordered _____

Title: _____ Performance Date _____

Date Required _____

Estimated Return Date _____

(Check one) for String Orchestra Full Orchestra Rental Fee \$ _____

Ship To: (no shipment to PO boxes)

Attn: _____

Address 1: _____

Address 2: _____

City: _____

State: _____

Zip: _____

