

## **Terms & Conditions of Hire**

Material must be returned within fourteen days of performance. If material is not received during that period, we reserve the right to charge further hire fees without notice for any returned after the hire period has finished.

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. Any defaced copies will be charged at the replacement cost.

No physical alteration of material is allowed, for example: pasting or sticking over, removal of pages, or cutting with scissors.

Charges for individual parts or copies missing may be made without notice if not returned within one month of receipt of the bulk of the material.

Hire material must be returned securely packaged and in good order, clearly identified with name and sender. It is the sender's responsibility to ensure safe return and receipt by Mansfield Choral Society of returned material.

When submitting details of performances to the Performing Right Society, please ensure that the fullest information is given for each title (e.g. publisher, editor's name, full title of work, etc).

Payment for hire fees and dispatch charges (postage & packing) is due immediately upon issue of invoice. This invoice will be issued after the despatch of the material.

Hire material may not be photocopied or reproduced in any way without prior permission from Mansfield Choral Society.

### **Delivery:**

We use Royal Mail recorded Delivery to deliver the majority of material dispatched from our Library. Royal Mail requires a signature on delivery, therefore, please ensure that someone will be available at the delivery address to sign for the parcel.

### **Hire Library - Cancellation Policy**

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 small cancellation fee at our discretion. This fee will be additional to despatch costs. .

If an order is placed and dispatched correctly to order, and the customer then notifies us of the cancellation of the performance and returns the material early the full hire fee plus dispatch at normal rates will apply.