



City of Westminster

Westminster Music Library
160 Buckingham Palace Road, London SW1W 9UD
Tel: 020 7641 1300 Email: musiclibrary@westminster.gov.uk

APPLICATION FOR FACILITIES TO HIRE ORCHESTRAL PARTS

Instructions for completing this form:

1. Please use block letters throughout.
2. The names and contact details of two officers of the orchestra are required below.
3. Boxes marked * to be completed only by student orchestras ie. those consisting entirely or mainly of students.
4. Student orchestras must ensure that the section at the end of this form is completed by a member of staff of the parent institution in addition to the two officers.

NAME OF ORCHESTRA	Student Orchestras tick here	<input type="checkbox"/>
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PERSONS AUTHORISED BY THE ORCHESTRA TO MAKE APPLICATION ON ITS BEHALF

1.		2.	
Surname	Mr, Mrs, Miss Ms, Other:	Surname	Mr, Mrs, Miss Ms, Other:
Forenames		Forenames	
Permanent or home address		Permanent or home address	
Home telephone		Home telephone	
Daytime/Work telephone		Daytime/Work telephone	
Mobile telephone		Mobile telephone	
Email		Email	
*Term-time address		*Term-time address	
*Term-time telephone home		*Term-time telephone home	
College		College	
To which of the above officers should communications and music normally be sent? (Please tick)			
		1. <input type="checkbox"/>	2. <input type="checkbox"/>

DECLARATION

We apply for facilities to hire orchestral parts from Westminster Music Library on behalf of the above orchestra. We undertake that the orchestra will comply with the library's regulations for the loan of orchestral parts, and accept that the loan of such material does not give us any rights in respect of copyright or public performance.

Signed.....

Date.....

Signed.....

Date.....

***To be completed on behalf of a student orchestra by a member of staff from the parent institution.**

Surname	Forenames	Mr, Mrs, Miss, Ms, Other:
Name of institution	Post held	

UNDERTAKING

I, being a member of staff of the parent institution of the above orchestra, undertake to be responsible, in the event of default by the officers of the orchestra, for the safe return or full replacement cost of all orchestral parts borrowed from Westminster Music Library by the orchestra.

Signed.....

Date.....