

Ludlow Festival Steinway at St Laurence's, Ludlow

GENERAL INFORMATION FOR HIRERS

The piano is the property of the Ludlow PCC, the church council of St Laurence's, Ludlow (SLL). All financial transactions are conducted through the Ludlow PCC accounts and any cheques should be made out to 'Ludlow PCC'.

BOOKING

In the first instance, please contact the Parish Office on 01584 872073 to check that the piano is available. The office will 'pencil in' your booking prior to your submission of a booking form and a returnable £200 deposit. Booking form are available as .pdf documents on our website (www.stlaurences.org), or we can send you one in the post. This form constitutes a legal agreement between your organisation and Ludlow PCC, the Terms and Conditions on the reverse are important and should be read carefully. When the booking form is received, a signed copy will be returned to you and this constitutes confirmation of your booking. Please note that the £200 deposit is non-returnable in the event of cancellation. The piano is not available for hire outside of SLL.

TUNING

We recommend that the piano is tuned before a performance and we will make arrangements for a Steinway approved tuner to complete this. The approximate cost is £135 and this will be agreed with you in advance.

You may, at your risk, use the piano in 'as found' tuning state. It will be routinely tuned four times per year and if we can arrange for one of these tunings to be close to your concert we will always try to do so.

The piano is maintained at International Concert Pitch, A=440Hz.

PAYMENT OF HIRE FEES

Hire fees are payable in advance and cheques must have cleared to Ludlow PCC bank account ten working days before the event. Failure to pay fees on time may result in cancellation of the booking. A returnable deposit against damage is payable with the fees of £200.

HIRE RATES

Hire fees are £150 per concert (this includes rehearsal on the day).

Moving onto the Nave dais is inclusive of the hire charge. Moving on and off a stage is approximately £1,000, the cost of which will be agreed in advance. Only our appointed movers may be used.

CARE OF THE PIANO

To replace this instrument would cost £145,000 and it is expected that you will take the greatest care to ensure that it is not damaged. We apologise if the following seems obvious to you, but we have heard terrible stories from others who hire out concert instruments.

In particular the following must be strictly observed:

- Always close the lid and the keyboard fall when the piano is not in use.
- The cover must always be fitted when the piano is left unattended.
- No food or drink is to be allowed anywhere near the piano. In particular, the placing of any kind of liquid beverage on it would be regarded as a serious contravention of the Conditions of Hire. Spillage of liquids into pianos often results in irreparable damage.
- Do not allow anyone other than the Custodian or Director of Music to move the piano.
- Take particular care not to move furniture in the vicinity of the legs as the high gloss polyester finish is very easily damaged.
- No kind of 'prepared piano' use is permitted.

The cost of rectifying any damage which occurs during the hire period will be deducted from the damage deposit. If the cost exceeds the deposit figure you can expect a less-than-friendly call from our insurance company.

CONCLUSION

We are sorry that the above must be so formal. Our sole intention is to ensure that we take every possible measure to protect this precious instrument so that as many people as possible can benefit from it.

We will do everything possible to help to make your concert a success and hope that your performers and audience will enjoy their acquaintance with one of the world's finest pianos.

For further information please contact the church office on 01584 872073

office@stlaurences.org.uk