

(For office use) deposit  
Balance


The York String Quartet  
9 Barrowby Ave  
Austhorpe  
Leeds  
LS15 8QD



Web:  
www.yorkstringquartet.co.uk  
E-mail:  
music@yorkstringquartet.co.uk  
Telephone:  
07941 319230 or 07948 740630

## Quartet Hire Agreement

(Please complete ALL sections)

**between:**

Hirer's Name:			
Address:			
	Postcode:		
Telephone:		Mobile:	
e-mail address:			

**and the York String Quartet**  
*Event details*

Day and date of event:			
Nature of event:			
Venue:		Postcode:	
Directions to venue:			
Overall length of engagement:			
Playing start time:		Ending time:	

Fee agreed:  Deposit (20%):

### *This section for Weddings and Civil Partnerships only*

Couple's names:		and:	
	Event running order times:		
Ceremony:		Drinks reception:	
Wedding breakfast:		Speeches:	
Music requests: Entrance:		Exit:	
Register signing(2 choices):			

*If you have any particular requirements or requests, please write them here.*

*If you wish you can also give us an idea of the sorts of music you particularly like by choosing some examples from our repertoire.*


Once you have completed the booking form, please read and tick all the terms and conditions on the reverse, sign it, and then scan and email it to [music@yorkstringquartet.co.uk](mailto:music@yorkstringquartet.co.uk)

## General Terms and Conditions of Hire

Set out below are our terms and conditions of hire. These are largely dictated by experience and are designed to help make your important event go as smoothly as possible. Please tick each  to confirm that you have read and accepted each item.

**Event Timings**

Start and end times are crucial, as the quartet sometimes plays other engagements during a day. Please ensure that your timings are as accurate as possible, as changes may not be possible later on. The length of the booking is from when we play our first note to when we play our last, even if we move venues in the middle. We do not charge for setting-up time.

**Venue**

Please let us know if parking is available, and if there are likely to be any problems with loading and unloading equipment

**Musical Arrangements**

If you have specific requests which are not already in our repertoire, please make sure we are informed at least a month before the event. If a piece of music is not commercially available, you can pay a nominal fee to have an arrangement written for you.

## Getting The Most From Your Performers

**Setting Up**

The minimum set up time is ten minutes; quartet members will usually arrive between twenty and forty minutes before playing commences.

**Performance Area**

In order to perform at their most effective, a quartet must sit in a semicircle, so that the first violin and the 'cello can hear and face each other. As a guide, the playing area needs to be about eleven feet wide and eight feet in depth.

**Chairs**

Please ensure that four flat, armless chairs are available (these need to be provided in each location, if you require the quartet to play in different places during the engagement).

**Environment**

Please note that we cannot play in very cold temperatures, very windy conditions, or hot sunshine where there is no shade. Because of the value of our instruments, we cannot play outside with even the slightest hint of rain.

**Photos**

Weddings only: if your photographer has any images of us, with or without the bride and groom, which you would be happy for us to use on our website, we would be very pleased to know.

**Breaks and Refreshments**

Continuous instrument playing requires great concentration. Please would you arrange for a jug of iced water to be made available to the players. We will happily play engagements of up to one and a half hours without stopping but, for longer engagements, we will take a short break at an appropriate moment, during which we would be ask if you could provide light refreshments such as a cup of tea and a biscuit. For engagements of three hours or more, particularly those which span a conventional meal-time, please would you provide soft drinks and some vegetarian sandwiches or other more substantial vegetarian refreshments.

**Paying For Your Quartet**

All arrangements, including the date, time and fee for the engagement, will be agreed in writing. A non-refundable deposit (of 20%) is required, at the time of booking, in order to secure the quartet services on that date and can be paid electronically to The York String Quartet HSBC Sort Code:40-27-33 Account number: 81531271. The outstanding balance must be paid no later than the day before the event. Please reference the payments with the date of the event.

**Advising your venue**

We strongly suggest that it can be helpful to pass a copy of the terms and conditions to your wedding organiser and venue

***I have read and accept the terms and conditions of hire:.***

**Signed:**

**Name (print):**

**Date:**

Once you have completed the booking form, ticked all the terms and conditions, and signed it, please scan and email it to [music@yorkstringquartet.co.uk](mailto:music@yorkstringquartet.co.uk) and transfer the deposit. Alternatively you can post it to: The York String Quartet, 9 Barrowby Avenue, Austhorpe, Leeds LS15 8QD.