

## **Walla Walla Piano Group – Policies for Instrument Use**

We are pleased that you have requested an opportunity to use one of our instruments for the benefit of your organization.

The Walla Walla Piano Group owns two instruments that are currently available to the Walla Walla community:

**Steinway B Grand Piano** (with adjustable bench) – this instrument is only available for use by non-profits organizations and government (including educational) entities in the performance of and/or for the benefit of their individual missions. Use of the instrument is free, but borrower is responsible for moving fees (by Piano Group approved mover, billed hourly and typically \$100-150) and for having the instrument tuned by a Piano Group approved piano tuner (typically \$120). Approved tuners include:

- David Tarnowski Piano Service, [tarnowskipianoservice.com](http://tarnowskipianoservice.com), 616-826-6550
- Clint Dickerson at Dickerson’s Piano Service, 541-938-7551
- Lee Johnson at Johnson Tuning and Repair, 360-241-7142

**Kawai Electric Piano** (keyboard, stand, pedal and bench) – this instrument is available to non-profits and for-profit entities. The instrument is free to use for non-profits. A rental fee of \$100 will be charged of for-profits. Moving the instrument is the responsibility of the borrower (it can be easily transported by two people with a standard-sized vehicle).

Care of the instrument:

- NOTHING should be placed on the top of the piano except the score.
- The piano should be locked and covered immediately following each use.
- The piano should be played only by the stated performer(s).
- There should be minimal moving of the piano after it is placed.
- Care should be taken with the bench, the cover, and any other equipment that you are borrowing.
- Your organization will report the attendance at your performance(s) to the WWPG.
- Your organization is responsible for providing adequate security for the instrument while it is in your care.
- You will immediately report any problems with the instrument to the WWPG.
- Your organization will acknowledge the WWPG at the beginning of your performance (as possible), and in printed material that you produce for publicizing your event.

P.O. Box 306 ▪ Walla Walla, WA 99362 ▪ [info@thepianogroup.org](mailto:info@thepianogroup.org)

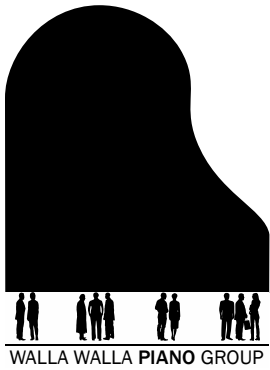
President ▪ John Jamison

Vice President ▪ Carol Jean Thompson

Secretary ▪ Margaret Jamison

Treasurer ▪ Don Schwerin

At Large ▪ Mark Anderson, Sue Gillespie, Leah Wilson-Velasco, Jackie Wood



## Walla Walla Piano Group - Application for Instrument Use

Please select which instrument you are requesting:

- Steinway B Grand Piano**
- Kawai Electric Piano**

- Please plan to recognize the Piano Group in your printed promotions and at your performance.
- This completed application should be submitted to The Piano Group at least twenty-one days before the desired loan period. Instruments are available on a first-come, first-served basis.
- A representative from the Piano Group will be in touch with you to confirm your request and arrange details.

### **BORROWER INFORMATION:**

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact's email address and phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Are you a non-profit?  YES  NO

Federal Tax ID Number: \_\_\_\_\_

### **PERFORMANCE INFORMATION:**

Date, time of performance: \_\_\_\_\_

Venue name and address: \_\_\_\_\_

Who will be playing the instrument? \_\_\_\_\_

Is the event private, invitation-only, or open to the public? \_\_\_\_\_

Will there be a charge for attendance? \_\_\_\_\_

If tickets are available, how may they be purchased? \_\_\_\_\_

Please provide a 2-3 sentence description of the event for our website: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **SECURITY and LOGISTICS:**

Loan period (to account for moving, tuning etc.): \_\_\_\_\_

Name of person responsible for the piano during the loan period: \_\_\_\_\_

Plan for piano security during the loan period: \_\_\_\_\_

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