

Thurrock Council Music Services

Instrument hire application form

Student details

First name			
Surname			
Address, including postcode			
Date of birth		Gender	
Current school			
School year		Free school meals?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Parent / carer details

Full name	
Phone number	
Email address	

Instrument hire

Instrument required	
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The following instruments are available for hire:

Brass (Horns, Cornets Euphoniums, Trombones, Trumpets, Tubas), Guitars (Classical, Electric, Bass), Keyboards, Strings (Violin, Viola, Cello, Double Bass), Woodwind (Clarinets, Flutes, Oboes, Saxophones, Recorders, Fifes). We are unable to hire Pianos or Drum Kits.

Size required	
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Size relates to string instruments only:

Violins, Cellos, Double Bass: **1/8 1/4 1/2 3/4 4/4**, Violas: **12" 14" 15"**, Guitars: **1/2 3/4 4/4**

If you are unsure which size you need, we will allocate based on the child's age.

I confirm I have read and agreed to the terms and conditions of hire

Signed (hirer): _____ Date: _____

Signed (owner): _____ Date: _____

For official use only

Stock code: _____

Proof of identity: Utility Bill Driving Licence

Collected by: _____ Date: _____

Terms and conditions of hire

Summary

Completed forms should be sent by email to: music.services@thurrock.gov.uk or by post to: Thurrock Music Services, High House Production Park, Vellacott Close, Purfleet, RM19 1RJ

Our instruments are allocated on a first come, first served basis and are subject to availability.

Once you have been allocated an instrument, you will be contacted to arrange collection from us.

You will need to provide proof of identity on collection, such as a driving licence or utility bill that shows your current address.

Please refer to our current hire fees listed at: thurrock.gov.uk/music-education/instrument-hire

When you wish to end the hire agreement, you will be responsible for the safe return of the instrument to Thurrock Music Services.

Definitions

"The Owner": Thurrock Music Service is the owner and original purchaser of the instrument.

"The Hirer": The person whose signature appears at the bottom of the hire form. This will be the student if over 18, or, if under 18, the student's parent or carer or an agreed named representative.

"The Instrument": Any musical or electronic musical instrument offered for loan/hire and being on the current stock list of the Thurrock Music Service.

Conditions of hire

1. The instrument will at all times remain property of "The Owner" unless and until such time as the terms for purchase are agreed and concluded with "The Hirer". This does not imply any right to purchase the said "Instrument" at any time. Any fees paid for hire periods do not and will not form part of any negotiations for the purchase of the "Instruments" within the scheme. Instrument hire is not a hire purchase or rental-purchase scheme as operated by some retail shops.

2. A hire form can be requested over the telephone. Upon receipt of the completed hire form, we are able to reserve an instrument for you (subject to availability) for a period of 10 days. The instrument will then be returned to the hire bank.

3. "The Owner" will hire out "The Instrument" for a minimum period of one school term, except for the first period of hire, which may commence mid-term. Instruments will only be available to loan/hire at a highly beneficial rate to students receiving tuition from Thurrock Music Service (in school, or at one of the music schools).

4. "The Owner" will assess the value of any "Instrument" offered for hire and that assessment, based on original cost and fluctuation of market value, will be final.

5. "The Owner" will charge a set fee for each school term, or part thereof as laid out in the scale of charges, which is payable in advance. Where a period of hire commences after the half-term



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break, a reduced fee (being 50% of the full fee payable per period of hire) will be levied. Subsequent terms will be charged at the full rate.

6. "Instruments" will have to be collected from the Thurrock Music Services office.

7. The agreement can be terminated at any time by writing to "The Owner" but any fees paid for the term in which the termination takes place are non-refundable. It is "The Hirer's" responsibility to return "The Instrument" in good condition to the original collection point. Any cost required to bring "The Instrument" back to its condition at the time of issue are the responsibility of "The Hirer". Fair 'wear and tear' will be taken into consideration.

8. "The Owner" reserves the right to refuse to hire out an "Instrument" without giving a reason. "The Owner" also reserves the right to recall an "Instrument" and terminate an agreement should circumstances warrant, subject to one calendar month's notice. Fees will only be refundable if less than half a term's period has elapsed.

9. Loss or damage to an "Instrument", should be notified to Thurrock Music Services verbally within 24 hours and by writing within seven days. Failure to report this could result in repair/replacement charges falling entirely on "The Hirer".

10. "The Hirer" must consult and seek approval and advice from "The Owner" before any repairs are undertaken. "The Hirer" will be responsible for any costs incurred as a result of repairs.

11. "Instruments" on our stock list, whether new or used previously, will be issued in good playing order, although they may not all be cosmetically perfect. "The Hirer" is also responsible for the general maintenance of the "Instrument" and for the replacement of any strings, lubricants, reeds or other parts required to keep "The Instrument" in good repair and playing order. No lubricants or other parts than purpose-made accessories should be used on "The Instrument".

12. "The Owner" does not guarantee to provide any particular "Instrument" at any time but will attempt to meet demand, where possible (funds permitting), "The Owner" cannot be held responsible in the event of being unable to supply an instrument or completing an agreement.

13. "The Owner" is not responsible for providing music, tutors, accessories, or contacts with teachers. A retail service is available and can offer assistance in some of these areas.

14. "The Hirer" will be held responsible for any recovery costs that may be incurred in the event of defaulting payments/non-compliance with the terms of the agreement.

15. Any dispute arising from this agreement will be referred to arbitration.

16. All instruments are insured under a blanket 'All Risks' policy arranged through Allianz. This is included in the hire price. "The Hirer" must keep the property in a good state of repair and take all reasonable precautions to prevent accidents, loss or damage.

How we will use your information

We will use your information to provide the service requested. We may share your personal data between our services and with partner organisations, such as government bodies and the police. We will do so when it is of benefit to you, or required by law, or to prevent or detect fraud. To find out more, go to thurrock.gov.uk/privacy. Get free internet access at libraries and community hubs.

