

Please read carefully the terms and conditions overleaf before signing the agreement. **Do not send payment with this application form.** Once we have received your application, we will contact you to tell you how and when hire will start.

Please note that not all instruments are available for hire.

Completed applications should be sent to:

Slough Music Service. Slough Borough Council, St. Martin's Place, 51 Bath Road, Slough SL1 3UF

Tel: 01753 875732 Email: music.service@slough.gov.uk

PLEASE COMPLETE IN BLACK INK AND USE CAPITAL LETTERS

Pupil: First Name _____ Second Name _____
Date of Birth _____ School Attended _____

Parent/Carer:

Title _____ First Name _____ Second Name _____

Relationship to pupil (mother, father, carer etc) _____

Address _____ Postcode _____

Daytime Phone _____ Email _____

What instrument do you wish to hire _____

If you wish to hire any of the following instruments, please give the requested measurement of the pupil so that we can allocate the correct size of instrument:

Violin/Viola/Guitar – arm length (shoulder to fingertip)

Cello/Double Bass – total height (head to toe) _____ centimetres

Declaration: I have read and accept the terms and conditions overleaf, and agree to abide by them. This is an ongoing agreement and will automatically be renewed each term. Please see terms and conditions for ending this agreement.

Signature: _____ **Print Name:** _____ **Date:** _____

Slough Music Service would like to contact you by post informing you of the events and opportunities we offer young musicians in Slough. If you would like to receive these communications, please tick here: We will not share your information with any third parties. You may unsubscribe to news and events emails at any time by contacting us.

Terms and Conditions

Instrument Hire to Individuals

Slough Music Service (SMS) offers instrumental hire on the following basis:

For the purposes of this agreement a 'term' refers to a three term academic year: autumn, spring and summer.

Instruments hired as part of this agreement remain the property of Slough Music Service, Slough Borough Council. The hirer does not own the instrument and therefore is not entitled to sell the instrument or lease, lend or hire to another person.

In the event of damage, accident or loss of the instrument(s), SMS must be informed immediately. If an instrument requires repair or replacement, SMS will make arrangements as necessary. Under no circumstances should the hirer carry out or arrange repair to any instrument.

General conditions of hire

Instruments are offered for hire subject to availability, and normally only for the first year of tuition.

Instruments (including cases) must not be marked, labelled or defaced in any way. The instrument should be clearly labelled (with a removable label – eg luggage label) with the student's name and school.

Instruments are issued with guidance for their care and maintenance. The hirer is responsible for ensuring all persons coming into contact with the instrument are suitably instructed.

The hirer is advised to list the instrument against loss or damage under an 'all risks' policy, usually available as part of a contents insurance policy. The replacement cost of the hired instrument is listed on the inventory issued at the start of the hire.

All fees and other charges will be invoiced directly to the hirer, and must be paid within 14 days. SMS reserve the right to make an administration charge of £10 per term for late payment, and charge the full replacement cost for instruments which cannot be recovered.

The hirer is responsible for the purchase of consumable items – e.g. strings, rosin, reeds, lubricants etc

The hirer is liable for the cost of all repairs and/or replacement.

At the end of the hire period the instrument and all accessories must be returned promptly. Instruments must be collected and returned directly to SMS, not a school or teacher unless by prior agreement with SMS. Hire fees will be payable until the instrument has been returned to SMS.

Parents/Carers wishing to buy their own instrument are advised to consult their instrumental teacher first for advice.

Cost of hire

Please see our website or contact the music service for current fees. We are not able to offer subsidised fees where hire is requested without instrumental tuition or centre membership. Fees are payable one term in advance and will be invoiced termly. SMS reserve the right to add an administrative charge of £10 per term for late payment to cover the cost of debt management. Any changes to our fees will be notified one half term in advance.

Assistance with fees

Pupils receiving lessons with Slough Music Service or attending our weekly music centres can apply for subsidised hire. If you are not attending a tuition activity with us regularly (i.e. weekly) we are unable to subsidise hire costs.

Ending the hire agreement

When hire is no longer required, the instrument must be returned directly to the music service at our registered office address, and not to the school, unless by prior agreement with the music service. Hire charges will continue until the instrument has been received by us and its condition checked. Any repairs necessary will be charged to the hirer.

Additional costs

All instruments have consumable items. Strings and reeds are the main items, which will need replacing periodically. The hirer is responsible for the cost of consumable items.