

Terms and conditions for Instrument Hire

1. Instruments are hired out by the Music Service for use in instrumental lessons in school or in Music Service ensembles. Your child must be attending an LBS School and taking instrumental lessons at an LBS school or be a member of one of the Music Service Ensembles.
2. If the child moves out of area or starts attending an out of Borough school, the instrument must be returned unless the child is a member of a Music Service ensemble. If lessons cease, the instrument must be returned to the Sutton Music Service office unless the child is a member of a Music Service ensemble.
3. When collecting the instrument, identification (proof of name and address) must be shown, a form completed and an administration fee paid. A driving licence is acceptable ID. If a utility bill is used, it must be dated within the three months preceding the date of the appointment in the office.
4. Invoices will be sent out each term. A full term's hire fee will be paid to the Music Service for every term or part of a term that the instrument is on loan. Current hire fees are £18 per term.
5. Instruments are basic student instruments and remain the property of the Music Service. When an instrument has to be returned an appointment must be made to bring it in to the Music Service office **BEFORE THE END OF THE CURRENT TERM** (as above, number 4) or payment for the next full term will be required. Instruments must **not** be returned to individual schools or teachers.
6. All instruments require good care to prolong their life. Your child's teacher will be able to advise on care of the instrument. This advice should be followed and incorporated into your child's practice routine.
7. It is the responsibility of the parent/carer to purchase the necessary consumables (e.g. rosin) and to replace them as need arises (e.g. strings/reeds).
8. All instruments and subsequent replacements must be maintained in good condition. Repairs due to careless mishandling or accident and costs of replacement of a damaged instrument will be charged to the hirer. Loss of an instrument or damage must be reported immediately to the Music Service office. If damage occurs or repairs are needed, the instrument must be returned to the Music Service office for repair. Under no circumstances should you attempt to repair the instrument yourself as you may cause further damage and incur further costs.
9. The instrument is not insured while on hire and we **strongly recommend that you insure the instrument on hire to you against loss or damage under an "all risks" policy.** If you do not wish to use your household insurance, Allianz Cornhill Musical Insurance, Tunbridge Wells (www.musical-insurance.co.uk) offer a specialist scheme.
10. Current terms and conditions, information and some application forms are available on our website: **www.suttonmusicservice.org.uk**