

## Terms and Conditions for Instrument Hire

1. Instruments are hired out by SMS for use in instrumental lessons in schools or SMS ensembles. The child must be attending a LBS Maintained School and having instrumental lessons at school or be a member of one of the Ensembles.
2. If the family moves out of the area or the child starts attending a non LBS Maintained School, the instrument must be returned unless the child is a member of a SMS Ensemble.
3. When collecting the instrument, identification (proof of name and address) must be shown, a form completed and a fee paid. Forms of ID that are acceptable are a driving licence or utility bill (dated within the preceeding 3 months).
4. After the initial fee is paid, invoices will be sent out each term to the home address. A full term's hire fee will need to be paid to SMS for every term or part of a term that the instrument is on hire.
5. SMS instruments are of student quality and remain the property of SMS. To return an instrument, please make an appointment to return the instrument by the end of a term or payment for the next term will be charged. Instruments must **not** be returned to individual schools or teachers.
6. All instruments need to be treated with care by the pupil. 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 and to replace them as need arises (eg rosin/strings/reeds).
8. All instruments must be maintained in good condition. Loss or damage of an instrument must be reported immediately to the SMS office. Repairs or replacement costs of an instrument damaged as a result of careless use will be charged in full to the hirer. You should not attempt to repair the instrument yourself as you may cause further damage and incur further costs.
9. The instrument is not insured whilst on hire and it is the hirer's responsibility to arrange adequate insurance for the instrument.
10. Current terms and conditions, information and some application forms are available on our website: [www.suttonmusicservice.org.uk](http://www.suttonmusicservice.org.uk)