

Definitions & Conditions of Hire

1. Instruments can be reserved for 5 working days. If no application form is received after this time, the reservation will lapse.
2. The minimum hire period is one term, except for hires starting mid-term.

The Owner
Essex Music Services, a traded service of Essex County Council.

The Hirer
usually the parent or guardian, or the student if over 18.

The Instrument
any instrument offered for hire, including the case and any accessories (bow, cleaning rods etc).

3. Fees will be invoiced termly. If the hire starts after half-term, and the full termly fee is over £10, the fee will be halved for the first term only. A deposit is required at the time of application.
4. The hire can be terminated at any time by returning the Instrument to the Owner, but any fees already paid are non-refundable.

5. The Owner does not guarantee to provide any particular Instrument at any time. Students taking lessons from Essex Music Services tutors will take priority.
6. The Owner reserves the right to refuse a hire without giving a reason, and to terminate an agreement with one month's notice. Fees will only be refundable if less than half a term has elapsed.

7. The Hirer is liable for the loss of, or any damage to, the Instrument. The Hirer should procure adequate insurance cover for the Instrument.
8. The Owner may request evidence of insurance cover before issuing the Instrument. In such cases, the hire will commence upon issue.

9. The Hirer must seek the Owner's approval before any repairs are undertaken. The Hirer will be responsible for any costs incurred.
10. The Instrument will remain the property of the Owner at all times, and **the Hirer enjoys no right to buy the Instrument at any time.**

11. The Hirer must notify the Owner of any change of address.
12. Deposits will be refunded on termination of the agreement, subject to the condition of the Instrument. Fair "wear and tear" will be considered.

13. The Hirer will be responsible for any costs incurred in the event of defaulting payments and/or non-compliance with this agreement.
14. Any dispute over this agreement will be referred to arbitration.

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ARTS COUNCIL
ENGLAND

Instrument Hire Scheme

Information for Hirers



Essex Music Services
Alderman Blaxill School
Paxman Avenue
COLCHESTER
CO2 9DQ

Telephone: tbc
Facsimile:

e-mail: music@essexcc.gov.uk
web: www.essex.gov.uk/music

Instrument Hire Scheme

Essex Music Services' Instrument Hire Scheme enables schools and individuals to hire instruments at a competitive rate. This way, you do not need to buy an instrument until you are sure that your child will carry on.

How the scheme works

Once we receive your form and payment, we will send an instrument to you (see below), or if none is available, place you on the waiting list. **We do not guarantee availability of instruments.**

The period of the hire is open ended. When you no longer need the instrument you should contact us to arrange its return. When it comes back to us, the instrument will be tested. If it is in fair condition and there are no outstanding hire fees, we will ask the Treasurer's Department at County Hall to refund your deposit.

Delivery and collection arrangements

Most instruments can be sent free of charge to schools or to libraries (by arrangement). You can collect instruments from our Colchester office, or we can arrange for you to collect them from County Hall in Chelmsford during office hours. Instruments can be returned to us by any of these methods.

Please note that we do not offer an express service or guarantee delivery dates. This is to keep the cost of hire low for everyone.

Maintenance, Repairs and insurance

You are responsible for maintenance and repair of any instrument(s) you hire (except damage in transit). You should speak to us before you have any instrument repaired. We strongly recommend that you insure any instrument through the "all risks" section of your household policy.

Help for families receiving benefits

Benefit recipients are entitled to a 50% reduction on hire charges (reduced hire charge). Please supply evidence when you apply to claim this. If your child takes lessons from one of our tutors, you may also be eligible for a tuition voucher. Please contact us for full details.

	full termly hire charge	reduced hire charge	returnable deposit
Flute	30	15	30
Oboe	35	17.50	35
Clarinet (B flat)	30	15	30
Alto Sax	50	25	50
Tenor Sax	60	30	60
Bassoon or Mini Bassoon	40	20	40
French Horn	35	17.50	35
Trumpet or Cornet	30	15	30
Trombone (tenor only)	30	15	30
Tenor Horn	40	20	40
Euphonium	45	22.50	45
Tuba	35	17.50	35
Violin (all sizes)	15	7.50	15
Viola	15	7.50	15
Cello (all sizes)	20	10	20
Double Bass (all sizes)	35	17.50	35
Guitar (all sizes)	10	5	10
Electric or Bass Guitar & Amp	40	20	40
Keyboard	20	10	20

This information is available in large print, in Braille, on audio tape or on disk, by request from 01206 798788

INSTRUMENT HIRE SCHEME

APPLICATION FORM

(PLEASE COMPLETE SECTIONS 1 – 4 IN BLOCK CAPITALS)

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**ARTS COUNCIL
ENGLAND**

1 – ABOUT YOU

Hirer (Parent/Guardian):	Address:
User (Child):	
School Attended:	
Daytime Contact No: ☎	
Email:	Postcode:

2 – ABOUT THE INSTRUMENT

For STRING instruments, please state SIZE required!

Type of instrument you wish to hire is:
When would you like the hire to start?

3 – FEES PAYABLE

FEES MUST BE PAID BEFORE HIRE CAN BEGIN!

Returnable Deposit: £	1 st Term's Hire Fee: £
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WE ACCEPT PAYMENT BY CHEQUE & MOST CREDIT/DEBIT CARDS

4 – COLLECTING THE INSTRUMENT (please tick box)

<input type="checkbox"/> If you wish to pick up from Essex Music Services @ Alderman Blaxill School, Paxman Avenue,, Colchester (Please call us first on 01206 798788 to arrange, so that we can have the instrument ready for you)
<input type="checkbox"/> If you would prefer delivery toSchool

5 – WHAT YOU SHOULD DO NOW

FOR QUERIES: TEL 01206 798788

Sign the application form and send with your cheque, or credit/debit card details*, to:

Essex Music Services, Alderman Blaxill School, Paxman Avenue, Colchester CO2 9DQ

*Cheques should be made payable to **ESSEX COUNTY COUNCIL***

* If you prefer, we can telephone to collect payment by credit or debit card

I agree to be bound by the Conditions of Hire which I have read and understood. I also agree to pay at the beginning of each hire period the hire fees due for the said period as set out above. I agree to return the instrument should I wish to terminate this agreement, and providing that there are no outstanding arrears for which I am liable under the Conditions of Hire, neither party will have any further claim on the other. In the event of a dispute arising, I agree to an independent arbiter being appointed.

Signed:

(The Hirer)

Date:

6 – FOR OFFICE USE ONLY

Payment Received:	Instrument Issued:
Deposit: £	STOCK No:
Hire Fee: £	SERIAL No:



Essex County Council