

INSTRUMENTAL HIRE SCHEME

CONDITIONS OF HIRE

1. The hire charges (as applicable) must be paid promptly upon receipt of the Instrument Hire Invoice. Requests for payments are sent to your home address once each term after the initial order (3 terms per year). Non payment of hire fees will result in instruments being recalled and any debt passed to Credit Control.
2. All information requested on the "Hire Order Form" must be given.
3. *BURSARIES: Those previously entitled to the free use of an instrument must re-apply to Gloucestershire Music each September.*
4. Instruments are hired on a termly basis, including holidays (3 terms per year).
5. *Repairs may only be undertaken by the Repair Technician at Colwell.* Instruments should be sent to Colwell either directly or via the Schools Postal Van. *The instrument should be clearly labelled with details of the hirer's name and school, stating that the instrument is for repair and return.* Failure to do so will result in the instrument being placed back in stock and reissued. The technician can be contacted on Gloucester (01452) 330311 Monday - Thursday 8.30 a.m. to 4.30 p.m. and Friday 8.30 a.m. to 4 p.m. *Repair and maintenance is free of charge.*
6. Instruments are sent out to you in full working order. The replacement of items such as strings or reeds are your responsibility unless there is an obvious fault at the time of receiving the instrument.
7. Every care should be taken to protect the instrument against loss or damage. The hire charge includes a cover for accidental damage but not for negligence, wilful damage, loss or theft. ***In the event of loss or damage, other than accidental damage, you will be required to compensate the Music Service up to the replacement value of the instrument. It is your responsibility to insure against this loss or damage, and if you do not, you could become liable for the cost of repair or replacement instrument.*** The instrument value for insurance purposes is displayed below.
8. If, at any time, you no longer require the instrument it should be returned directly to Colwell Arts Centre or returned to the School's Office so that it can be sent back to Colwell via the School's Postal Service (available in LEA Schools only). *The instrument must never be held at the School i.e. left unused in a School cupboard* as the instrument will continue to be held in your name until it has been safely returned to Colwell. The "returns slip" should be completed and kept as proof of return.
9. *The instrument may not be transferred to any other person.*
10. Please advise immediately of any change of address, or if changing school. If you are claiming exemptions from payment you should inform this Office the moment your entitlement ends.
11. If the instrument provided is exchanged either like for like, or for a different type of instrument (e.g. a clarinet is exchanged for a trumpet) then the above conditions still apply and any difference in replacement value should be observed.

HIRE CHARGES - please see Hire Order Form *N.B. Full hire fees are payable for any hiring period greater than half a school term.*

REPLACEMENT VALUES ARE AS FOLLOWS:

Baritone	£250	Double Bass	£1000	Saxophone (Tenor)	£700
Bassoon (Full size)	£3700	Euphonium	£400	Mini Double Bass	£1270
Bassoon (Short reach)	£3500	Flute	£325	Tenor Horn	£280
Bassoon (Mini)	£2500	French Horn (Full size)	£1000	Trombone	£350
Cello 1/4 & 1/2	£325	French Horn (Mini)	£350	Trombone (Mini Yamaha)	£1000
Cello 3/4	£365	Glok Pak	£129	Trumpet	£200
Cello 4/4	£375	Guitar (All sizes)	£75	Tuba	£750
Clarinet	£300	Oboe (Plastic)	£900	Viola	£100
Clarinet (Lyons)	£185	Oboe (Wooden)	£1300	Violin (All sizes)	£70
Cornet	£200	Saxophone (Alto)	£600		

PLEASE NOTE THAT WE DO NOT SELL COUNTY INSTRUMENTS

INSTRUMENT RETURN SLIP

(See Point 8 above)

Hirer's Name: Instrument No: Date of Return:

Returned to: (School Name)

I confirm that the above instrument has been returned to School

Signature of Member of Staff

Name (please print) Position

PLEASE KEEP THIS SLIP WHEN COMPLETED - IT IS YOUR PROOF OF RETURN

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