Buckinghamshire Music Trust
Aylesbury Music Centre
Walton Road
Aylesbury
HP21 7ST

t: 01494 216053
e: musicservice@bucksmusic.org
w: www.bucksmusic.org

Instrumental Hire Application Form

This form is to apply to hire an instrument through Buckinghamshire Music Trust. Instruments are only available for hire on receipt of a completed application form. Instrument hire fees are invoiced termly.

Student details					
Student's last name:		**Student's forename:**			
Date of birth:		**Age:**			
Gender:		**School:**			
Music Centre *(please tick)*	**Amersham**		**Aylesbury**		**High Wycombe**

Parent/Carer details:					
Title:		**Last name:**		**Forename:**	
Address:					
Postcode:		**Telephone number:**		**Mobile number:**	
Email address:					

Details of Instrument (to be provided by the instrumental tutor)					
Instrument:		**Size:**		**Teacher:**	
Instrument ID:		**Make/Model:**		**Replacement Value:**	
Charge per term (see over)**:**		**Comments:**			

Terms and Conditions (please read carefully)
Instruments are hired from the music trust on a term by term basis. If they are no longer required by the student they must be returned by the last day of term in order to avoid any charges in the following term.
Instrument hire is subject to availability following receipt of an application form. Hire is charged termly via invoice.
To complete instrument hire arrangements, parents must contact their local music centre to arrange an appropriate time to collect the instrument. When you no longer need the instrument it must be returned to one of our music centres. Instruments handed in to schools will not be accepted and will be returned to the parent.
Students are assigned a specific instrument using an instrument ID number. The safekeeping, insurance and maintenance of this instrument is the responsibility of the hirer. Please note that standard household insurance may not cover an instrument left unsupervised in a vehicle. The instrument should be stored away from direct sources of heat and light and protected from extreme weather conditions. Replacement of strings, pads etc during the hire period are the responsibility of the hirer. Any accidental damage or loss of the instrument should be reported to the music centre immediately and further advice may be given on how to proceed. The instrument will be checked at the start and end of the hire period and by the child's tutor during the hire period. Any servicing or repairs as a result of fair wear and tear will be carried out by the music centre. Any additional repair costs may be passed on to the hirer, if deemed necessary.

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Instruments may be used for any concert or other musical event at a music centre, school, home or other venue but our specific permission must be sought before taking it abroad.
The Buckinghamshire Music Trust is registered with the Data Protection Registrar's Office and will not use or share any information given by the school outside the organisation without the express permission of the parent concerned.
I confirm that I have read and agree to the terms and conditions and agree to pay the fees for the instrument above termly.

Parent Signature		**Date**	

Please return this form to your music centre office for processing. The hire charge will be included in your termly invoice.

Parents/Carers should return all completed forms to their local Area music centre as follows:
Amersham Music Centre, Amersham School, Stanley Hill, Amersham, Buckinghamshire, HP7 9HH
Aylesbury Music Centre, Walton Road, Aylesbury, Buckinghamshire, HP21 7ST
High Wycombe Music Centre, Mill End Road, High Wycombe, Buckinghamshire, HP12 4BA

Termly Hire Charges	
Recorder Violin Guitar Viola, Cello, Double Bass Piccolo, Flute (all types), Clarinet (all types), Oboe, Cor Anglais, Bassoon Saxophone (all types) Trumpet, French Horn, Trombone, Bass Trombone, Tuba Cornet, Flugel Horn, Euphonium, Baritone Horn	**£25**

These charges are based on the costs of standard servicing, repair and replacement of cases, moving parts, bows, strings etc over the longer term and are designed to be as fair as possible.

FOR OFFICE USE ONLY
Return date: ……/……../…….. Checked by:…… Back to Store ☐ For Repair ☐