

OUT OF COUNTY INSTRUMENT HIRE AGREEMENT APPLICATION FORM 2020-2021

Pupil Details (if under the age of 18)

Gender: _____ First Name: _____ Surname: _____

Date of Birth: _____

Hirer/Parent/Guardian Details

Title: _____ First Name: _____ Surname: _____

Relationship to Pupil: _____

Home tel: _____ Mobile tel: _____

Email address: _____

Home address: _____

Post Code: _____

By completing and signing this form you are entering into a hire contract with us and you are therefore agreeing to us storing your data securely through our cloud-based electronic administration system - Paritor Ensemble. We will never pass your information to a third party, or use it for any purpose other than to communicate with you about your contract. We only collect and process the necessary information needed to form the contract and to comply with legal obligations surrounding the safeguarding of our clients. To understand the full details of how we handle your data, please read our Privacy Policy by visiting www.gloucestershiremusic.co.uk

E-newsletters:

From time to time we would also like to communicate with you about other opportunities and services provided by Gloucestershire Music and Make Music Gloucestershire, the County's Music Education Hub. All information is treated in accordance with the Data Protection Act (DPA) 1998 and GDPR Regulations 2018. Your email address is the only data that will be stored securely through the GDPR-compliant GovDelivery system and you will receive an infrequent e-newsletter around six times a year. Please tick this box below if you are willing to allow us to use your email address in this manner. You can unsubscribe from this service at any point.

INSTRUMENT REQUIREMENTS & FEES:

Instrument requested: _____ *Size: _____

*Sizes are required for violins, violas, cellos, double basses and guitars

Hire Charges:

Violin/Viola/Glock Pack/Ukulele	£16.44	All other instruments	£32.28
Guitar	£13.92		

There is a £50 deposit payable along with the initial hire fees. The deposit is refundable on the return of the hired, undamaged instrument.

PLEASE READ AND SIGN THE FOLLOWING DECLARATION:

By signing this agreement I/we accept the conditions of hire attached to this form. I understand that **it is my/our responsibility to insure the instrument** against loss or damage and that if I choose not to insure, I could be liable to pay Gloucestershire Music up to the full repair or replacement

SIGNED: _____ DATE: _____

Method of payment (please tick box):

Cheque made payable to GCC and enclosed
Cash when collecting from Colwell
Online before collection

FOR OFFICE USE ONLY

Checked by _____

Payment Received YES / NO

Amount: _____

Method: Cash / Cheque / Online

Receipt / Cheque number _____

INSTRUMENT NO: _____

Paritor: _____

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 email or 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 GCC Legal Department.
2. All information requested on the "Hire Order Form" must be given.
3. Instruments are hired on a termly basis, including holidays (3 terms per year).
4. Repairs may only be undertaken by the Repair Technician at Colwell. See below for instrument return/collection details.
5. 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.
6. Every care should be taken to protect the instrument against loss or damage. The hire charge does not cover this. ***In the event of loss or damage you will be required to compensate Gloucestershire Music up to the replacement value of the instrument. It is your responsibility to insure against this, and if you do not, you could become liable for the cost of repair or replacement of the instrument.*** The instrument value for insurance purposes is displayed below.
7. If, at any time, you no longer require the instrument it should be returned to Colwell Arts Centre. See below for instrument return/collection details. The 'Return Slip' below should be completed and kept as proof of return.
8. The instrument may not be transferred to any other person.
9. Please advise immediately of any change in contact details.
10. 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.

REPLACEMENT VALUES, FOR INSURANCE PURPOSES, ARE AS FOLLOWS

Baritone	£445.00	French Horn	£1,125.00
Bassoon	£4,826.00	French Horn Mini	£350.00
Bassoon Short Reach	£4,060.00	Glock Pack	£129.00
Bassoon Mini	£2,394.00	Guitar (all sizes)	£99.00
Cello 1/8	£400.00	Oboe (plastic)	£665.00
Cello 1/4	£525.00	Oboe (wooden)	£1,334.00
Cello 1/2	£550.00	Saxophone Alto	£690.00
Cello 3/4	£620.00	Saxophone Soprano	£840.00
Cello 4/4	£630.00	Saxophone Tenor	£1,000.00
Clarinet	£400.00	Tenor Horn	£280.00
Clarinet A	£1,354.00	Trombone	£500.00
Clarinet Lyons	£100.00	Trombone Mini	£1,000.00
Cornet	£260.00	Trumpet	£260.00
Double Bass	£1,599.00	Tuba (3 valve)	£800.00
Double Bass Mini	£1,270.00	Tuba (4 valve)	£4,450.00
Euphonium	£480.00	Viola	£222.00
Flute	£365.00	Violin (all sizes)	£144.00
Flute Curved Head	£420.00		

INSTRUMENT DELIVERIES, RETURNS, REPAIRS AND EXCHANGES

Instruments must be collected, and returned, to Colwell Arts Centre during the normal opening hours of **Monday - Thursday 8:30am-4:30pm and Friday 8:30am-4:00pm** (excluding bank holidays).