**Instrument Hire: September 2017 to July 2018**

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| **Please complete this form in BLOCK CAPITALS** |
| Student's name: | Instrument: |
| School: | Year group: |
| Name of instrumental teacher: |
| Music Hub ensembles attended (if any): |
| Parent's / carer's name: |
| Address: | Postcode: |
| Home tel. | Mobile: |
| Email: |
| **Terms and conditions of this agreement** |
| 1. The student is eligible to hire an instrument from Portsmouth Music Service if they meet one of the following criteria:
	1. The student receives lessons through Portsmouth Music Service.
	2. The student attends a Portsmouth Music Hub Ensemble.
	3. The student lives within a Portsmouth postal code (PO) and provide proof of address.
2. The Hirer must ensure that the instrument is adequately insured against any loss or damage, however incurred.
3. The Hirer agrees to take reasonable care to look after the instrument and keep it safely.
4. The Hirer is responsible for any loss or damage to the instrument and for replacing items that need replacing due to wear and tear e.g. strings and reeds.
5. If the instrument is lost or stolen, the Hirer will pay the full replacement cost to the Owner (Portsmouth Music Service) within 28 days.
6. If an instrument needs to be repaired, it must be returned to the Music Hub office and the Hirer will be charged the full cost of repair. Remedial action that results in poor quality repair may result in the full replacement value being due.
7. The instrument may be recalled if:
8. It is not being treated with proper care.
9. The student using the instrument ceases to be a pupil at the school or be continually absent from lessons or an ensemble for any reason for more than 6 weeks.
10. In consideration of this agreement, the Hirer hereby indemnifies the Owner, its servants or agents from all costs, claims, expenses and proceedings in respect of any loss or damage to the instrument arising out of any cause, defect or omission of any kind whether accidental or wilful whilst on loan to the above-mentioned student.
11. The instrument must returned by 13th July 2018 or the payment for 2018-17 should be paid in advance if the Hirer wishes to continue to hire the instrument.
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| **I agree to the terms and conditions as set out above** |
| Signature of parent / carer: | Date: |
| Hire fee is £45 for a full year (£60 for students not learning through PMS nor attending a PMS ensemble) |
| Please tick below which of the two payment methods you have chosen: |
| Payment in cash |  | Payment by cheque made payable to *Portsmouth City Council* |  |
| **For office use:** | **Receipt number:** |
| Instrument type: | PMS number: |
| Make and model: | Insurance value: |
| Accessories: | Condition: |
| Date returned: | Staff signature on return: |