**Instrumental Hire Application Form**

This form is to apply to hire an instrument through Buckinghamshire Music Trust. Instruments are only available for hire by students in receipt of tuition or music centre membership through BMT and on receipt of a completed application form. Instrument hire fees are invoiced termly.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Student details** | | | | | | | | | | | | | | | | |
| **Student’s last name:** |  | | | | | | **Student’s forename:** | | | |  | | | | | |
| **Date of birth:** |  | | | | | | **Age:** | | | |  | | | | | |
| **Gender:** |  | | | | | | **School:** | | | |  | | | | | |
| **Music Centre**  *(please circle)* | **Amersham** | | | **Aylesbury** | | | | **Buckingham** | | | | | **High Wycombe** | | | **Iver Heath** |
| **Parent 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 for a period of one year. A review of the hire will take place annually and no guarantees can be given that it will be available to the same borrower after a maximum period of one year. | | | | | | | | | | | | | | | | |
| Instruments are 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. | | | | | | | | | | | | | | | | |
| 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. | | | | | | | | | | | | | | | | |
| 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 (plastic/wooden)  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  Keyboard  Harps | **£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 🞎

**For Repair Details:** …………………………………………………………………………………………………………………

Supplier:………………………………….. Date: **(Sent)** ……/……../……. **(Returned)** ……/……/…… Cost: ………..…………..

Annual Teacher Check: 1) ……/……/……. 2) ……/……/……. 3) ……./……./……. (Report to be attached)