

INSTRUMENTAL HIRE FORM

PUPIL DETAILS			
Child's name		Date of birth	
Instrument requested		School attended	
Home address			
Contact Tel no.		Mobile Tel No.	

INVOICE DETAILS			
Title		First name	
		Last name	
Billing address if different from above			
Email address			

TERMS AND CONDITIONS

- I can confirm that I have read, understood and agree to the terms and conditions of Instrumental hire.
- I agree to pay the initial £15.00 charge by cash or cheque (*cash or cheque payable to Solihull MBC*) and understand that subsequent charges will be made at termly intervals, until the instrument is returned to Solihull Music Service, Daylesford Road, B92 8EJ.
- I understand that if the above named child ceases to receive lessons provided by Solihull Music Service then I will return the instrument to Solihull Music Service to terminate this agreement.
- I understand that the initial payment of £15 (*cash or cheque payable to Solihull MBC*) is due on collection of the instrument and that no instrument will be issued without prior payment and completion of this form.

Please indicate in the box if your child is entitled to Free School Meals or are a Looked After Child. (Please note corroborative checks will be made and evidence of your child's circumstances will be required)	
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Signed <i>Person to be invoiced</i>	Please sign on collection of the instrument	Date	
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OFFICE USE ONLY

Instrument		Serial number	
Model		Condition	
Cash / Cheque		Instrument issued	

INSTRUMENTAL RETURNS

I acknowledge safe return of the above instrument to Solihull Music Service	
Signed..... (SMS office)	Date

INSTRUMENTAL HIRE FORM

Please complete this form and email to messages@solmus.solgrid.org.uk

Terms and Conditions

1. The hire of musical instruments from Solihull Music Service is subject to availability.
2. By signing the hire agreement you are taking responsibility for any loss or damage to any musical instruments hired under this agreement.
3. It is the responsibility of the hirer to obtain insurance to cover any damage, whether accidental or malicious, also loss or theft of the instrument during the hire period.
4. In the event that an instrument becomes lost or damaged you agree to inform the music service immediately via email (messages@solmus.solgrid.org.uk)
5. In the event of any damage to the instrument deemed not to be the result of fair wear and tear by Solihull Music Service, the hirer will be required to pay the full cost of the repair or replacement value of the instrument.
6. Solihull Music Service reserves the right to increase instrument hire fees and will give written notice of any such increase no later than one full term, preceding the term when the increase in fees is due to take effect.
7. Payment for hire is made upfront on a termly basis. Charges will continue to be made until the instrument is returned to the music service offices at B92 8EJ.
8. Any refund of the hire fee will be at the discretion of Solihull Music Service.
9. It is the responsibility of the hirer to keep Solihull Music Service informed of any changes to the contact details of the hirer.
10. If your child is entitled to *Free School Meals* you are eligible to benefit from our remissions policy. For further information on applying for Free School Meals please click on the link www.solihull.gov.uk/fsm
11. Solihull Music Service will provide the instrument, case and necessary accessories. Any additional items required during the hire period such as reeds, strings, slide oil, valve oil, cork grease etc. will be the responsibility of the hirer.
12. Once the instrument is no longer required it must be returned to Solihull Music Service at the address on this agreement.
13. You will be charged the upfront fee at the start of every term the instrument is in your possession. Please note charges will continue to be applied until the instrument is returned to the music service office.