

INSTRUMENT HIRE SCHEME DEFINITIONS & CONDITIONS OF HIRE

The **Owner**

Essex Music Services, a traded service of Essex County Council.

The **Hirer**

Usually the parent or guardian, or the student if over 18.

The **Instrument**

Any instrument offered for hire, including the case and any accessories (bow, cleaning rods etc).

1. Instruments can be reserved for 5 working days. If no application form is received after this time, the reservation will lapse.
2. The minimum hire period is one term, except for hires starting mid-term.
3. Fees will be invoiced termly. If the hire starts after halfterm, and the full termly fee is over £10, the fee will be halved for the first term only. A deposit is required at the time of application.
4. The hire can be terminated at any time by returning the Instrument to the Owner, but any fees already paid are non-refundable.
5. The Owner does not guarantee to provide any particular Instrument at any time. Students taking lessons from Essex Music Services tutors will take priority.
6. The Owner reserves the right to refuse a hire without giving a reason, and to terminate an agreement with one month's notice. Fees will only be refundable if less than half a term has elapsed.
7. The Hirer is liable for the loss of, or any damage to, the Instrument. The Hirer should procure adequate insurance cover for the Instrument.

8. The Owner may request evidence of insurance cover before issuing the Instrument. In such cases, the hire will commence upon issue.
9. The Hirer must seek the Owner's approval before any repairs are undertaken. The Hirer will be responsible for any costs incurred.
10. The Instrument will remain the property of the Owner at all times, and the Hirer enjoys no right to buy the Instrument at any time.
11. The Hirer must notify the Owner of any change of address.
12. Deposits will be refunded on termination of the agreement, subject to the condition of the Instrument. Fair "wear and tear" will be considered.
13. The Hirer will be responsible for any costs incurred in the event of defaulting payments and/or non-compliance with this agreement. Any dispute over this agreement will be referred to arbitration.

IMPORTANT INFORMATION FOR HIRES TO BEGIN FROM SEPTEMBER 2019

If the instrument is to be used for lessons starting in September, you will be contacted in August once stock availability has been confirmed.

You will then be able to either:

- collect the instrument from County Hall in Chelmsford, or
- make payment over the phone for delivery to a school.

Please be aware that as September is the busiest time of year for hires, we cannot guarantee that an instrument will be delivered in time for your child's first lesson. **For that reason, we recommend wherever possible that parents should collect in person.**

Please note that:

- Instruments are billed termly: if you wish to collect an instrument before mid-August, there maybe an additional fee to pay for the remainder of the current term.
- Delivery is not available throughout the school holidays.

•At the beginning of term (our busiest time) extra time should be allowed for delivery.

- Instruments are not dispatched until payment is received.
- We are unable to guarantee availability of instruments, or delivery dates.
- Instrument hire for the first term is paid in advance.
- Appointments must be made before collecting an instrument.
- For size guides and further information please see [here](#).

Please read our conditions of hire above before signing up: by continuing with your application you must agree to these conditions.

PRICING

We offer a 50% reduction in hire fees for people on low-incomes, and free hire for all Looked After Children, children subject to a Special Guardianship Order, Child Arrangement Order or Children adopted from care. Please apply for the Tuition Discount on the previous page if you are eligible.

| Instrument | Deposit | Hire (Per term) |
|----------------------------|---------|-----------------|
| Flute | £30 | £30 |
| Oboe | £35 | £35 |
| Clarinet | £30 | £30 |
| Alto Sax | £50 | £50 |
| Tenor Sax | £60 | £60 |
| Bassoon/Mini Bassoon | £40 | £40 |
| Trumpet/Cornet | £30 | £30 |
| French Horn | £35 | £35 |
| Tenor Horn | £40 | £40 |
| Baritone Horn | £40 | £40 |
| Bari/Euphonium | £45 | £45 |
| Trombone (tenor only) | £30 | £30 |
| Tuba | £35 | £35 |
| Violin (all sizes) | £15 | £15 |
| Viola | £15 | £15 |
| Cello (all sizes) | £20 | £20 |
| Double Bass (all sizes) | £35 | £35 |
| Guitar (all sizes) | £10 | £10 |
| Electric/Bass Guitar & Amp | £40 | £40 |
| Keyboard | £20 | £20 |
| Music Technology Pack | £20 | £20 |

Your deposit is refundable upon safe return of the instrument.

Delivery / Collection

There is a £10 per instrument delivery charge for instruments delivered to schools, however if you would like to collect for free from Essex Music Services at County Hall, Chelmsford, then please call us on 0333 013 8953 to arrange a time.

F.A.Q

What happens after the first term, how do I pay in the future?

- After the first term has lapsed, if you are still in possession of the instrument you will be sent a hire invoice each term by post.
- **Please ensure you inform us of any change of address.**

How do I return the instrument at the end of hire?

- Please call or email us to let us know you wish to end hire.
- You are welcome to either return via your child's school (except SWCH) or in person to County Hall in Chelmsford.
- It is essential that you inform us that the instrument has been returned to the school to ensure it is collected and you are not invoiced.

How is my deposit refunded?

- Once the instrument has been returned in good condition and checked and your account up to date, you will be sent a bank details form by email.
- Once this has been completed and returned you will be refunded your deposit by bank transfer.
- Please be aware that towards the end of terms there can often be a large number of instruments returned at that time, which can delay the processing of your returned instrument and/or deposit refund.

Who is responsible for maintenance and upkeep of the instrument?

- Beyond the first month of hire, hirers are responsible for maintenance, upkeep and repair.
- Please inform us before having a repair made to an instrument.
- Hirers are also responsible for replacement of lost, stolen or damaged instruments.
- As certain instruments can be very costly (Bassoons, Tubas, Euphoniums, French Horns, Oboes, Double Basses) we would recommend taking insurance out.
- Please ask us for a valuation for your instrument if you are looking to take out insurance.

For all queries, email: musichub@essex.gov.uk

Finally, we politely request that you do not attempt to collect instruments from County Hall without prior appointment as we cannot guarantee that someone will be able to assist you.