

# Essex Music Service

## Instrument Hire Scheme

## INSTRUMENT HIRE SCHEME DEFINITIONS & CONDITIONS OF HIRE

### The **Owner**

Essex Music Service, 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 half term, and the full termly fee is over £10, the fee will be halved for the first term only.
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 Service 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. 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.

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## **IMPORTANT INFORMATION FOR HIRES THAT BEGIN IN SEPTEMBER**

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 online or 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 may be 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 via our website if you are eligible for this support. [Financial assistance - Essex Music Education Hub \(essexmusicclub.org.uk\)](http://essexmusicclub.org.uk)

<b>Instrument</b>	<b>Charges for 23/24</b>
Flute	£32.50
Oboe	£37.50
Clarinet	£32.50
Alto Sax	£50
Tenor Sax	£60
Bassoon/Mini Bassoon	£40
Trumpet/Cornet	£32.50
French Horn	£37.50
Tenor Horn	£40
Baritone Horn	£40
Bari/Euphonium	£40
Trombone (tenor only)	£32.50
Tuba	£37.50
Violin (all sizes)	£18.00
Viola	£18.00
Cello (all sizes)	£22.50
Double Bass (all sizes)	£37.50
Guitar (all sizes)	£12.50
Electric/Bass Guitar & Amp	£40
Keyboard	£22.50
Music Technology Pack	£22.50

## 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, or email [andy.heard@essex.gov.uk](mailto:andy.heard@essex.gov.uk)

There is also a delivery charge of £10 if an instrument is swapped for a larger size or a different instrument at a school. This will still be free if you are able to come to County Hall.

# Frequently Asked Questions

## 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 email.
- **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 the hire.
- You are welcome to either return via your local Essex library or in person to County Hall in Chelmsford.
- Please fill in this form for returns: <https://forms.office.com/r/M2ASk16yY9>
- Please email to confirm the instrument has been dropped off.

## 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 to cover your hired instrument.
- 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](mailto: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.**

Please find below some guidance to help you maintain and care for your instrument.

# Instrument Care Guide

Never try to repair an instrument yourself – take it to your tutor for inspection if you suspect it has been damaged or broken.

The Music Service will carry out any necessary repair. Where the instrument has been damaged through negligence you will be contacted and asked to cover the cost or repair or replacement.

For Guitar and Percussion maintenance, please consult your Tutor.



Instrument:			
Type of Instrument:	STRINGS	BRASS	WOODWIND
<b>What Changes Are Required Regularly?</b>	Strings, rosin, bow hair.	n/a	Reeds, cork grease.
<b>How Often Are They Required?</b>	<p>Strings – at least once a year, and you should also always have spares. Your instructor will advise what brand is best and restring until you are taught how to do it yourself.</p> <p>Rosin – you should always have one and use it regularly to maintain your bow. Ask your instructor for advice on what kind to buy.</p> <p>Bow Hair – as and when necessary by a repairer (your instructor will advise on this).</p>	n/a	<p>With proper care, reeds can last a few weeks to months, depending on the level of practise. Talk to your teacher for recommendations of which type and strength to buy.</p> <p>Your instructor will advise when you require a higher reed strength.</p> <p>one pot of cork grease should last a couple of years.</p>
<b>Best Method to Clean your Instrument:</b>	Use a dust cloth to remove all rosin from your instrument after each practice. Doing this each time you use the instrument will maintain it satisfactorily. If additional cleaning is required your instructor will show you how to do it.	<p>Valved Brass - Oil valves and apply slide grease to slides as required (approximately once a month).</p> <p>Trombones - clean slide and apply slide cream to main slide, and slide grease to the tuning slide. Thereafter apply water to main slide as</p>	<p>Clean your instrument of moisture after playing with rods, cloths or any other relevant cleaning item specific to each instrument.</p> <p>Mouthpieces can be washed in warm water (reeds should be removed first), but no other part of any instrument should get</p>

		required (approximately weekly).	wet.
		All Brass - Approximately four times per year, wash entire instrument out with warm water, dry, and lubricate as above. Brush the mouthpiece out regularly.	

This information is issued by:  
Essex County Council

Contact us:  
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Updated and Published December 23

