

INSTRUMENT LOAN AGREEMENT - 2016/17

General Information:

Pupil's Name	
Home Address	
Home Telephone Number	
Email	
School / College	
Instrument Teacher	
Instrument	
Instrument Serial Number	

Pupil Information:

Your Instrumental Teacher has recommended that you should be given the loan of a musical instrument belonging to the Southampton Music Services. You will understand that musical instruments are very expensive and it is therefore very important that you do the following:

- ♪ Turn up for your lessons on time and with your instrument and music;
- ♪ Practise regularly as requested by your Teacher;
- ♪ Look after the instrument when in your care. Make sure that you do not lean it against hot surfaces (e.g. radiators) or leave it lying around where it could be damaged or knocked over;
- ♪ Keep your instrument clean;
- ♪ Make sure that no-one other than your Teacher or an approved repairer tries to mend or adjust your instrument.

This instrument will be available for you to use as long as you having music lessons in a Southampton City School and/or play in a Southampton City Ensemble. Please ensure that you notify Southampton Music Services if you move house or move school so that we can keep in touch with you. If you stop playing the instrument or no longer attend a Southampton City School, please return the instrument to Southampton Music Services at East Locality Base. If you return the instrument to your Teacher/Ensemble Director, please phone the Music Services on 023 8083 3648 to confirm this. If you continue to play in a Southampton Ensemble but no longer receive tuition via Southampton Music Services, you will be able to keep the instrument on loan whilst you remain an ensemble member, but there will be a different annual hire charge. (Please contact the Music Service for further details)

Pupil Agreement:

I agree to be committed to my lessons/practise and to take care of my instrument as detailed in the section above.

Signed: _____

Information for Parents:

Southampton Music Services is responsible for the general upkeep of the instrument – servicing can be arranged by your child’s Instrumental Teacher/Ensemble Director or through the Southampton Music Services Office (023 8083 3648). However SMS will not provide reeds for woodwind instruments, please speak to your child’s teacher about the best way of sourcing them.

Please note that the most frequent source of additional repair costs is through well-meaning parents trying to repair the instrument! Ensure that only the child’s Teacher or an approved repair technician undertakes any adjustments / repairs.

Please ensure that when the instrument is taken into school that it is kept in a secure place when not being used.

Parental Agreement:

I agree to take responsibility for the above detailed instrument whilst it is in the care of the above named child.

I understand that if the instrument is deliberately damaged then I am responsible for the cost of replacing the instrument.

I understand that if the instrument is lost then I may be required to cover the cost of replacing the instrument.

I will ensure that he/she takes reasonable care of the instrument.

I will ensure that the instrument is returned to Southampton Music Services when my child no longer has lessons, otherwise I understand that Southampton Music Service has the right to take further action.

I agree to pay £25 for the academic year 2016/17 to loan this instrument

Payment can be made by cheque, payable to Southampton City Council, or on-line at <http://southamptonmusichub.org/>, (click on the make a payment link, then select e-store, the payment option needed is instrument hire, which can be found under the music services category)

Signed: _____

Printed: _____

Payment receipt _____

Date: _____

Parent / Guardian (delete as appropriate)

Please return this form as soon as possible with payment to Southampton Music Services, East Locality Base, Glenfield Avenue, Southampton, SO18 4ER to allow the release of this instrument to your child.