



DO NOT send this form to EMS. Please bring it with you when you pick up the instrument.

EMS401

Instrument Loan Form

Parent Hire Contract

PLEASE WRITE LEGIBLY IN BLOCK CAPITALS

School:			
Pupil Name:		Date of Birth:	

Part A - Instrument Issue

I accept responsibility for the instrument detailed below. I agree to pay the current termly Instrument Hire rate for the instrument band stated below. I agree to pay for repair/replacement if, for any reason, the instrument is damaged/lost. I have read and understood the Terms & Conditions on the reverse of this contract.

To be completed by parent/guardian	Name of Parent/Guardian:	Title:	Full Name:
	Signature:		
	Full Address:		
	Email:		
	Contact Tel:		

Ealing Music Service will keep you up to date with EMS news by email only. If you **DO NOT** wish to be kept up to date, please tick here:

To be completed by EMS	Instrument		Instrument value	£
			Instrument Fee Band	
	Serial No		Issued by	
			Issue date	
	Make & Model		Onto Paritor	
		Sent to CC		
Previous minor damage			<input type="checkbox"/> Replacement or Size Exchange	

Part B - Instrument Return

Instrument Return	Date returned:	Received by:
Return Reason	<input type="checkbox"/> Stopped	<input type="checkbox"/> Exchanged
	<input type="checkbox"/> Other:	
Is the instrument damaged?	<input type="checkbox"/> Yes (go to part C)	<input type="checkbox"/> No
	<input type="checkbox"/> Regular Wear	

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Part C - Instrument Damage Report

Instrument Damage	Details of damage:	
	Estimated cost:	£

To be completed by parent/guardian	EMS accepts the return of instruments on the condition that you agree to pay damage as detailed above. Exact cost of repair will only be known once sent to repairers.	I agree to pay for any damage to the instrument. Details of the damage and an estimate of the costs will be advised to me by EMS.	
		Signed:	
		Name:	
		Date:	

Repair Details	Details of repair/replacement:		Cost of repair: £
	Repaired by:		
	Date to CC:		

Terms & Conditions

1. Ealing Music Service (EMS) loan musical instruments to children attending maintained schools in the London Borough of Ealing, with the support of Arts Council England.
2. A parent or legal guardian of the pupil must pick up the instrument and sign this contract as this is a legally binding hire agreement.
3. Instruments issued will always be in perfect working order. Any previous minor damage (chips, repaired cracks, lacquer missing or small dents) will be noted on this form before issue.
4. EMS instruments are not insured once they leave EMS. Parents who do not insure the instrument themselves must be prepared to pay for repair/replacement costs as necessary. It may be covered under your home contents insurance but this is something you will need to check. There are many companies specialising in instrument insurance, two of which are British Reserve on 0870 1600 303, or Musicians Insurance Services on 01629 760 101.
5. All EMS instruments have a serial number. It is on the case, on the instrument (not tabla) and on this Instrument Loan Form. Please make sure that the instrument and the case that come home after school are the same ones that are issued to you. They can easily get swapped around during group practice sessions.
6. *Brass and woodwind instruments only:* In the interests of health & safety you are advised to clean the mouthpiece to your own satisfaction on a regular basis.
7. Instrument Hire is charged in advanced at the current termly rate: Details of instrument charging bands can be found at www.ealingmusicservice.com/parents. This charge will continue until up to 10 days after the instrument is returned to the EMS office. No refunds will be given on return of the instrument.
8. EMS reserves the right to increase the termly instrument hire charge on an annual basis.
9. If there is a problem with the instrument that your teacher cannot rectify, the instrument must be returned to EMS to be checked. Opening hours can be found at www.ealingmusicservice.com.
10. If the instrument is damaged or lost, Ealing Music Service (EMS) will invoice the parent/guardian for the repair costs/replacement value.
11. EMS will not accept return instruments/cases that were not issued to you.
12. EMS reserves the right to recall the instrument after one year so that it may be hired to another pupil.
13. EMS accepts no responsibility for any problems that may result from the use of this instrument.
14. If at any time parents/guardians wish to purchase the instrument, please contact Ealing Music Service for the current purchase price.
15. Some instruments may be issued with certain consumables (reeds, strings, rosin, valve oil etc.). It is the hirer's responsibility to replace these items as necessary.

Revised 16/02/2015