

## PMH Student Instrument Loan Agreement 2021-22

Peterborough Music Hub (PMH) has a stock of instruments which are available for students to loan either after their Whole Class Instrumental Teaching (WCIT) classes, at the Peterborough Centre for Young Musicians (PCYM) or at another point in their education (eg Secondary school) where they wish to start learning and instrument but do not have their own. Please see the options below:

<u>Service</u>	<u>Eligibility</u>	<u>Details</u>
Free instrument loan	All students	<ul style="list-style-type: none"> <li>● Complete the attached form and return to your school.</li> <li>● Receive the instrument to use for 1 academic year.</li> <li>● You are able to continue loaning your instrument while ever your instrumental lessons continue.</li> <li>● When you stop having lessons, you return the instrument to the instrumental teacher, school or PMH.</li> <li>● You will receive a renewal form at the end of each academic year.</li> </ul>
Instrument Purchase	All Students	<ul style="list-style-type: none"> <li>● Fill in a purchase request form.</li> <li>● Return to instrumental teacher.</li> <li>● PMH provide a quote for the instrument at a discounted cost compared to retail prices.</li> <li>● Quote is agreed and payment made.</li> <li>● PMH orders the instrument and it is delivered via the instrumental teacher.</li> </ul>

We ask that you accept responsibility for the safety and security of the instrument whilst in your care and suggest you insure the instrument against loss or damage.

PMH will assume responsibility for general maintenance resulting from 'fair wear and tear'.

We ask you to take responsibility for:

- Safe-keeping and proper use
- Replacement of "consumables": strings, reeds, oil etc..
- Repairs for damage caused through misuse or neglect
- The full replacement cost if the instrument is lost or stolen

If you are happy to accept the loan of the instrument on these terms, please complete and return the attached form to your child's instrumental teacher at school.

I accept responsibility for the loan of the instrument listed below and agree to the terms of the loan scheme as detailed below.

<b>PETERBOROUGH MUSIC HUB FREE INSTRUMENT LOAN 2021-22 APPLICATION</b>			
<b>Name of Pupil</b>		<b>Year Group (in 2021-22)</b>	
<b>Name of School</b>		<b>Instrument</b>	
<b>Make and Model</b>		<b>Serial Number(s)</b>	
<b>Estimated Replacement Value</b>	£	<b>Current Teacher</b>	
<b>To be completed by parent/guardian</b>			
<b>Parent/Guardian Name</b>			
<b>Parent/Guardian Address</b>			
<b>Parent/Guardian Phone No.</b>		<b>Parent/Guardian Email Address</b>	
<b>Signed</b>		<b>Date</b>	

1. The instrument, including the bow or mouthpiece where applicable, and its case will at all times remain the property of Peterborough Music Partnership [PMP] and may be recalled for inspection at any time.
2. PMH will withdraw the instrument and case from the pupil if instrumental tuition ceases and may do so if in PMH's opinion the instrument is not looked after adequately.
3. The instrument will be issued in good playing order. The cost of replacing strings, rosin, reeds, grease or oil as necessary must be borne by the parent/guardian
4. PMH will be responsible for general maintenance of the instrument as a result of fair wear and tear.
5. The parent/guardian must accept responsibility for the proper care and safeguarding of the instrument on loan. You should consult the instrumental teacher for guidance on instrument care and maintenance.
6. In the event of damage to, or loss of, the instrument or case PMP must be informed immediately. Under no circumstances should a parent or guardian attempt to repair the instrument. Parents/Guardians will be responsible for the cost of repairs up to and including full replacement cost. PMP may, in its sole discretion, in individual cases waive these charges.
7. Parents/guardians are advised to arrange insurance cover for instruments on loan or arrange for them to be specifically noted on their household insurance policies
8. Instruments should not be left in an unattended vehicle.
9. The instrument must not be used by any person other than the student to whom it is on loan.
10. Students leaving full-time education must hand their instrument in to PMH before the end of their final term.
11. This loan is made for one academic year. Thereafter students will need to make arrangements continue to loan the instrument (subject to a termly fee or free for those in receipt of a bursary) or to

purchase their own instrument (this can be done through PMH with a discount). Please complete the appropriate form for these options.

I agree to the hub purchasing the instrument listed below (or an agreed equivalent) on my behalf at the price listed below (or lower). You teacher will be able to recommend suitable instruments/approximate costings.

<b>PETERBOROUGH MUSIC HUB INSTRUMENT PURCHASE 2021-22 APPLICATION</b>			
<b>Name of Pupil</b>		<b>Year Group (in 2021-22)</b>	
<b>Name of School</b>		<b>Instrument</b>	
<b>Make/Model/Size</b>		<b>Serial Number(s)</b>	
<b>Estimated Cost</b>	£	<b>Current Teacher</b>	
<b>To be completed by parent/guardian</b>			
<b>Parent/Guardian Address</b>		<b>Parent/Guardian Name</b>	
<b>Parent/Guardian Phone No.</b>		<b>Parent/Guardian Email Address</b>	
<b>Signed</b>		<b>Date</b>	
<b>Payment Method (details will be sent on the invoice)</b>	Bank Transfer		
	Cheque		
	Cash		

1. PMH will provide a final quote to be agreed before purchasing the instrument
2. Full payment must be made before the pupil receives the instrument
3. PMH will provide a receipt for the instrument. If there are any concerns/queries, these must be dealt with through PMH and not the supplier.
4. Parents/guardians are advised to arrange insurance cover for instruments on loan or arrange for them to be specifically noted on their household insurance policies.