

# Terms and Conditions – please retain for your records

Instruments can only be loaned to a student receiving tuition for a contracted instrumental lesson from a Musica Kirklees teacher.

Please note the following terms and conditions for the loan of instruments:

1. An instrument will only be issued once a completed application has been received.
2. The loan is made on the clear understanding that the instrument is to be returned promptly at the end of the agreement\*<sup>1</sup> and in good condition. Musica Kirklees reserves the right to recall a loan instrument at any time.
3. **ALL INSTRUMENTS – parents/carers or adult students are responsible for all wear and tear and any damages/losses or replacements to the instrument.** We strongly advise to check that household policies includes cover for instruments and if necessary add it specifically to the policy. At all times, advice must be sought from the instrumental teacher before taking any action. Should a repair be required please seek advice from Musica Kirklees (tel. 01484 426426).
4. In the event of damage or loss due to negligence, Musica Kirklees reserve the right to charge the full cost of repair or replacement.
5. Musica Kirklees reserve the right to determine if an instrument has a recurring fault or has been damaged whilst on loan in reference to points 3 and 4.
6. An instrument should never be left unattended in a vehicle or overnight away from home.
7. Parents/carers/adult students are expected to pay for incidentals such as replacement strings, rosin and bow repairs/rehairing (string instruments), reeds and cork grease (woodwind instruments), valve oil and slide cream (brass instruments).
8. The loan instrument must be returned by the parent/carer/adult student to the Musica Kirklees office (please telephone to arrange a time). On no account should the instrument be returned to the teacher or left on school premises. In exceptional circumstances, and subject to the advance agreement of Musica Kirklees, an instrument may be returned directly to the instrumental teacher at the student's school. The parent/carer/adult student will continue to be liable for the instrument until such time as Musica Kirklees issue them with a receipt to acknowledge its return. Please note that the return receipt acknowledges return of the instrument only – the instrument's condition will be assessed after this point and any servicing/repairs will be invoiced for accordingly.
9. Data provided by the parent/carer or adult student on this form as part of this agreement will only be used by Musica Kirklees to contact the parent/carer/adult student about matters relating to this agreement and the loan of the instrument. The data will not be shared with any third parties. If the parent/carer/adult student has previously supplied the data to Musica Kirklees for a different purpose that data may be used in line with the reasons and consent given at the previous point of collection.

**Instruments are loaned to students to give as many people as possible access to music tuition and enable them to start lessons before committing to purchasing an instrument. Musica Kirklees has a limited stock of instruments and we ask that all students wherever possible provide their own instruments for lessons. Most instruments loaned by Musica Kirklees are designed for early beginners; students are encouraged to purchase their own instruments after the first 18 months of tuition, if they play a full sized instrument, or if they are at an advanced level of playing or commitment. Should you require any advice on purchasing or renting an instrument, please email [instruments@musicakirklees.org](mailto:instruments@musicakirklees.org)**

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\*<sup>1</sup> This will be the date lessons cease with Musica Kirklees or for the 18 month service/check – whichever is sooner.