

Instrument Hire and Loan to Schools and Organisations

Slough Music Service (SMS) offers instrument hire on the following terms which apply to instruments which are hired or loaned, regardless of financial terms. For the purposes of this agreement a 'term' refers to a three term academic year: autumn, spring and summer.

Instruments hired as part of this agreement remain the property of Slough Music Service, Slough Borough Council. The hirer does not own the instrument and therefore is not entitled to sell the instrument or lease, lend or hire to another person.

In the event of damage, accident or loss of the instrument(s), SMS must be informed immediately. If an instrument requires repair or replacement, SMS will make arrangements as necessary. Under no circumstances should the hirer carry out or arrange repair to any instrument.

General conditions of hire

Instruments are offered for hire subject to availability, and in may be recalled at any time.

Instruments are issued with guidance for their care and maintenance. The hirer is responsible for ensuring all persons coming into contact with the instrument are suitably instructed.

The hirer is advised to list the instrument against loss or damage under an 'all risks' policy, usually available as part of a contents insurance policy. The replacement cost of the hired instrument is listed on the inventory issued at the start of the hire.

All fees and other charges will be invoiced directly to the hirer, and must be paid within 14 days. SMS reserve the right to make an administration charge of £10 per term for late payment, and charge the full replacement cost for instruments which cannot be recovered.

The hirer is responsible for the purchase of consumable items – e.g. strings, rosin, reeds, lubricants etc

Instruments must not be labelled, marked or defaced in any way. Labels identifying the instrument's ownership and stock numbers must not be removed or rendered illegible. If the hirer wishes to identify the instruments additionally with their school name, this should be done in a way which can be removed without damaging the instrument and any such labelling must be removed before the end of the hire.

The hirer is liable for the cost of all repairs and/or replacement.

At the end of the hire period the instrument and all accessories must be returned promptly. Charges will continue up to the date of return. SMS may make a collection charge where the hirer is unable / unwilling to return the instruments themselves.

The hirer is responsible for the collection and delivery the instruments. On occasion we may be able to arrange for delivery / collection at a cost of £15 per collection / delivery.

Cost of hire

Please see our website or contact the music service for current fees. We are not able to offer subsidised fees where hire is requested without instrumental tuition or centre membership. Fees are payable one term in advance and will be invoiced termly. SMS reserve the right to add an administrative charge of £10 per term for late payment to cover the cost of debt management. Any changes will be notified one half term in advance.

Additional costs

All instruments have consumable items. Strings and reeds are the main items, which will need replacing periodically. The hirer is responsible for the cost of consumable items.

A charge of £15 will be added for each instrument delivery or collection.

Sub-letting instruments and usage limitations

This hire/loan is to the organisation named above only. The hirer music not lend/hire/sub-let, for profit or otherwise, to another person or organisation without written permission from Slough Music Service. The instruments should remain on the premises of the organisation at all times

The hirer is not permitted, unless agreed with SMS in advance, to use the instruments to provide services for financial gain (benefiting either the hirer or a third party). This includes using these instruments to provide lessons where a tutor is paid a fee for their services and/or pupils are charged for this tuition.

Breach of these conditions may result in our standard commercial hire fees being charged where hire is currently free, which may be backdated where appropriate.

Stock Checks

Stock checks are untaken periodically. The hirer is responsible for promptly checking the stock against the inventory sent to them, and accurately reporting any missing or damaged items. The hirer will be charged for replacement where the stock check is not completed promptly or satisfactorily.

Ending the hire agreement

When hire is no longer required, the instrument must be returned directly to the music service at our office address, unless by prior agreement with the music service. Hire charges will continue until the instrument has been received by us and its condition checked. Any repairs necessary will be charged to the hirer.