

Waltham Forest Music Service (WFMS) students can hire instruments for £26 per term or £13 per term for families who are eligible for free school meals - proof required.

HOW TO HIRE AN INSTRUMENT:

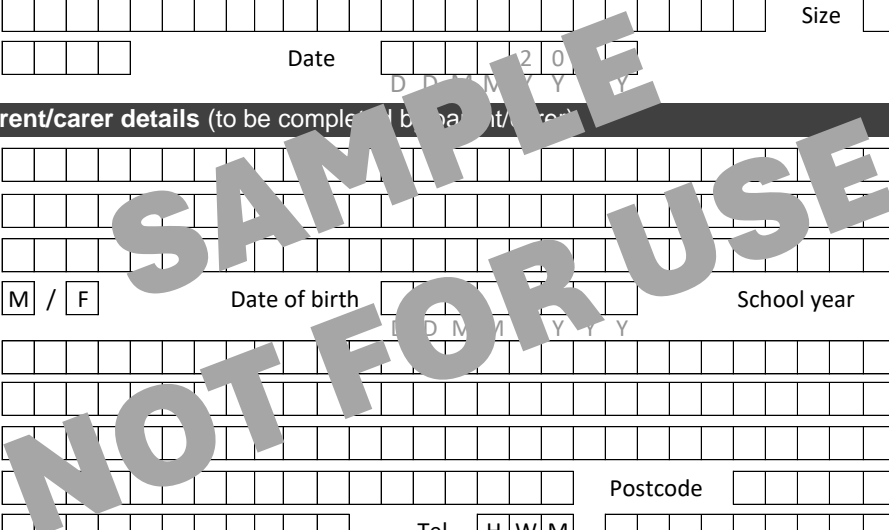
- 1 Please check that Section 1 has been fully completed by the Music Teacher.
- 2 Parent/carer completes Section 2 fully, using BLOCK CAPITALS.
- 3 Contact the Music Service (details overleaf) to check we have the instrument in stock & arrange collection.
- 4 **Pay online for the term of instrument hire at: www.wfmusiclub.org**
- 5 Collect the instrument from the Music Service (The School Lodge, Woodbury Road E17 9SB). The office is open Monday to Friday, 9am to 5pm during term time.
When collecting the instrument from the Music Service, please bring the original hire agreement and proof of address (such as a recent utility bill) and proof of online payment.
- 6 At the end of the hire period return the instrument to the Music Service.

1. Instrument details (to be completed by WFMS music teacher)

Instrument name Size
 Teacher's initials Date 2 0

2. Student and parent/carer details (to be completed by parent/carer)

Student first name
 Student last name
 School
 Gender M / F Date of birth School year
 Parent first name
 Parent last name
 Address
 Address
 Postcode
 Tel H W M Tel H W M
 Email



By signing below, you agree to the following statement: I agree to pay the termly fee shown for the hire of the instrument. I understand that this fee may change and I will be told in advance if this happens. I confirm I have been given a copy of the full terms and conditions and current maximum replacement values for instruments. I am aware that the instrument should be insured as I will be charged the replacement value if it is lost, stolen or damaged. I will return the instrument to WFMS within 4 weeks of the student finishing lessons with WFMS. I understand this information will be used by WFMS to monitor the stock of instruments and hire payments.

Signed Date 2 0

Newsletters and emails: Please tick if you would like to receive termly e-newsletters and occasional emails about opportunities to develop your child's musical development. We do not pass your details to any other organisations.

3. Office use only

Form completed? Y / N Termly fee £ Serial number (woodwind/brass)
 Utility bill? Y / N Amount paid £ WFMS instrument number
 FSM proof? Y / N Payment Method CHIP & PIN CARD / ONLINE
 Instrument check? Y / N Staff initials Date 2 0

Contact details

| | | |
|------------------------------|------------------|--|
| Waltham Forest Music Service | Telephone | 020 8496 1584 |
| The Lodge | Email | music.service@walthamforest.gov.uk |
| Walthamstow E17 9SB | Web | www.wfmusicclub.org |

Our office opening hours are Monday - Friday 9am-5pm during school term time.

Problems/questions

- If there are problems with the instrument, ask your child to show it to their instrument teacher first. The teacher will advise whether it needs to be repaired.
- If you have any other questions or comments please contact WFMS.

Full terms and conditions

By signing the hire agreement, the parent/carer agrees to:

- Purchase consumables (rosin, reeds, valve oil, cork grease etc) for the instrument.
- Purchase appropriate valve oil, if required, as some can be dangerous when swallowed.
- Ensure that the child does not touch or play the instrument before their teacher shows them how to.
- Make sure the instrument is kept safely.
- Insure the instrument (at home and elsewhere) for the new replacement value. Current maximum values are shown below, will be updated periodically and are available by calling WFMS.
- Make sure, each year, that the insurance sufficiently covers the instrument replacement value.
- Pay for any breakages or damage to the instrument (except normal wear and tear).
- Show the instrument to the instrument teacher if it gets damaged, who will give advice.
- Make sure that no-one attempts to repair the instrument.
- Return the instrument if lessons with WFMS are cancelled, and to do this within 4 weeks, to avoid being charged the full replacement value.
- Return the instrument within 4 weeks if the agreement is terminated for any reason. WFMS can terminate this agreement if there is any breach of it.
- Subsidised fees are available for families who are entitled to free school meals. Eligibility will be verified termly with our Benefits Service.
- Pay WFMS reasonable costs in recovering monies owed in unpaid fees, repairs or replacements costs.
- Advise WFMS of any change to the details on this form as soon as possible.

Waltham Forest Music Service:

- Shall not be liable to the parent/carer for loss, injury or damage because of a defect in the instrument.
- Is under a duty to protect the public funds it administers and so may use the information provided on the agreement within the council for the prevention and detection of fraud.
- May also share this information with other bodies, administering public funds, solely for this purpose.

Maximum instrument replacement values

You should arrange sufficient insurance for the instrument hired at the corresponding value shown below. The actual amount charged will depend on the cost of replacing the instrument at the time it is lost or damaged. The current maximum values are shown below.

| Instrument | Value (£) | Instrument | Value (£) | Instrument | Value (£) |
|---------------------|-----------|---------------------|-----------|-------------|-----------|
| Baritone Horn | 1,500 | Bassoon | 3,800 | Cello | 450 |
| Cornet | 500 | Clarinet - Bb | 450 | Double Bass | 600 |
| Euphonium | 1,100 | Flute | 400 | Viola | 100 |
| French Horn | 1,000 | Flute - Curved Head | 400 | Violin | 100 |
| Tenor Horn | 1,000 | Oboe | 1,000 | Guitar | 50 |
| Trombone | 400 | Piccolo | 500 | | |
| Trumpet | 350 | Sax - Alto | 500 | | |
| Tuba (including Eb) | 1,000 | Sax - Tenor | 750 | | |

Buying instruments

The Assisted Instrument Purchase Scheme (AIPS) supports young musicians by making instrument buying more realistic and affordable. If your child is learning with WFMS you may be eligible to buy an instrument through us and save the VAT. To take advantage of this, speak to your child's instrumental teacher about what make and model to consider. Then, contact the WFMS office to discuss eligibility and the next steps.