

**This is a draft document for schools to use on their headed notepaper if they wish to do so. It is available electronically from [bhmas.brighton-hove.gov.uk](http://bhmas.brighton-hove.gov.uk) if required.**

## Instrument Loan Agreement

Dear Parent,

Please read, sign and return this agreement for the loan of the instrument detailed below. A copy of the agreement will be sent to you for your records.

The instrument is the property of: **(name of school)**

Instrument: \_\_\_\_\_ Stock No. \_\_\_\_\_ Replacement Value: £ \_\_\_\_\_

The Student: Name: \_\_\_\_\_

The Hirer: Name: \_\_\_\_\_ (Normally Parent/Guardian)

Address: \_\_\_\_\_

\_\_\_\_\_

Post Code \_\_\_\_\_ Tel: (home) \_\_\_\_\_ (work) \_\_\_\_\_

### **The Terms and Conditions of this agreement are as follows:**

- 1 The Hirer agrees to take all reasonable care to safeguard the musical instrument.
- 2 The Hirer is responsible for replacing items that need replacing due to wear and tear, i.e. strings, valve oil, reeds etc. Any loss or damage must be notified to the owner immediately.
- 3 The school must be informed of and approve any necessary repairs before any work is undertaken. Only approved repairers may be used. Unapproved repairs, which result in poor quality or inappropriate repair may result in the full replacement value being due.
- 4 If the Hirer fails to comply with these Terms and Conditions, the school may terminate this agreement by giving written notice to the Hirer, and in that event the instrument must be returned to the school within 14 days.
- 5 The school may require to exchange the hired instrument for a comparable one at any time. This does not affect the general Terms and Conditions of this Agreement.
- 6 The Hirer must arrange for the instrument to be returned to the school on termination of the loan agreement.
- 7 Other than failure to comply with these Terms & Conditions, the school may terminate this Agreement at any time.

**I agree to the Terms and Conditions listed above and to return the instrument to the school when it is no longer required.**

This is a legally binding contract. Sign it only if you want to be legally bound by its terms. This contract refers only to the loan of Soundmakers instruments and is not related to other schemes.

Signature of Hirer: \_\_\_\_\_ Dated: \_\_\_\_\_

Signature on behalf of school: \_\_\_\_\_ Dated: \_\_\_\_\_

For office use:

Date copy agreement sent to Hirer	Instrument Stock Number	Instrument Serial Number
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