



Leicester-Shire Schools
Music Service

Eastern Annexe, County Hall, Glenfield, Leicester, LE3 8SA

Tel: 0116 305 0400 • Email: lsms@leics.gov.uk

WHOLE CLASS ENSEMBLE TEACHING - CONDITIONS OF INSTRUMENT HIRE

1. The loan is for the agreed duration of the WCET project.
2. The instrument is required as part of a whole class ensemble project led by a music leader provided by Leicester-Shire Schools Music (LSMS).
3. All reasonable care must be taken of the instrument and it must be stored securely. If an instrument is damaged due to neglect or misuse or is left in an unsecured area LSMS will seek payment for the damage or loss from the school.
4. All repairs must be undertaken with the formal approval of Leicester-Shire Schools Music Service.
5. These instruments are insured please refer to the conditions below.
6. The instruments remain the property of Leicester-Shire Schools Music Service at all times and may be called for inspection.
7. If the instruments need to be returned, you must contact LSMS immediately to arrange for the instrument to be returned or collected. The conditions continue to apply until the instrument is accepted as returned by LSMS
8. You must not give the instruments to any child who does not attend your school. This agreement is between your school and LSMS. The school remains responsible for the instruments until they are returned to or collected by LSMS and signed for.
9. The instruments are on loan to the school and we recommend that you keep your own records of pupils using the instruments and where it is kept. In order to provide information to the Arts Council, we may ask you to provide us with the details of pupils currently using the instrument.

INSURANCE

Basic Cover: You are covered subject to some conditions against theft, accidental loss or damage, anywhere in Great Britain, Northern Ireland, the Channel Islands and the Isle of Man. In addition the cover applies anywhere in the world for a period not exceeding 45 days in any one period of insurance.

1. You are covered whilst transporting the instrument to and from home, rehearsals, lessons or concerts. The instrument is not covered for theft from an unattended vehicle at anytime.
2. There is an insurance excess of £50 payable by the borrower. You will be required to pay the first £50 of any costs incurred through theft, accidental loss or damage. However, if a brand new replacement instrument costs less than £50 to purchase you will be charged for the value of the replacement instrument only.
2. You are covered if the instrument is stolen from the school/college or the child's home.
3. You are covered if the instrument is damaged beyond repair, unless the damage has occurred due to neglect or misuse.
4. The cover is transferable once within an academic year, if you ask to swap instruments during the year then the cover can be transferred to the new instrument.
5. The cover may be invalidated if you are in breach of any of your conditions of loan.
6. The cover only applies when we have received your signed agreement form.

IF YOU NEED TO MAKE A CLAIM

- You must contact **Richard Siddons**, Technician at Leicester-Shire Schools Music Service on **0116 3050407** as soon as possible with details of the instrument and nature of claim. If your claim is for the theft or loss of the instrument then you must report the theft/loss to the police, and then contact Leicester-Shire Schools Music Service. The police crime number will be required in order to process the claim.
- If it is a claim against damage to the instrument then you must return the instrument or arrange for collection of the instrument to LSMS immediately, it will then be assessed.

www.leicestershiremusic.org

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