

INSTRUMENT HIRE AGREEMENT

1. This agreement is made between the Hirer and Leicestershire County Council.
2. Leicestershire County Council reserves the right to refuse the hire of instruments or to cancel an existing hire agreement at any time.
3. Instruments will only be hired to those pupils either residing in Leicestershire or attending a Leicestershire School.
4. A maximum of 3 instruments per pupil may be hired at any one time.
5. The instrument(s) remains the property of Leicestershire County Council at all times.
6. All hire charges must be paid promptly upon receipt of an instrument hire invoice.
 - a. Invoices are sent during the Autumn Term or per term (3 terms per year), according to payment terms requested, after initial order.
 - b. Non-payment of hire fees will result in instruments being recalled and any debt passed to legal services.
 - c. Full instrument replacement cost invoices may also be issued in circumstances where agreements are not completed or payment is not received.
7. Hire fees are charged as follows: *(please see Instrument Hire webpage for lists of instruments covered by each price band.)*

Band 1:	£30 per year / £10 per term
Band 2:	£60 per year / £20 per term
Band 3:	£90 per year / £30 per term

8. If an Agreement is cancelled part way through a term, full termly fees for that term will still continue to be payable.
9. Every effort is made to ensure that all instruments are issued in full working order. Any faults or issues that are discovered with the instrument must be reported to Leicester-Shire Schools Music Service (LSMS) within 10 days of the agreement start date. It will be assumed that any faults or issues that are reported after 10 days of the commencement of the agreement will be the responsibility of the Hirer.
10. Leicestershire County Council will not be responsible for the replacement cost of items such as strings, reeds, rosin etc. this is the responsibility of the Hirer.
 - a. Any accessories missing when returning an instrument will be charged for at full replacement cost.

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11. LCC insures the instruments so that they are protected at school, home or in transit against loss, theft and accidental damage. (Please refer to the Insurance details form for full details).
 12. All reasonable care must be taken of the instrument throughout the duration of the hire agreement and the instrument must be securely stored at all times
 13. In cases of accidental damage or loss, a replacement instrument will be provided, subject to availability. Hire fees will continue to be charged whether a replacement instrument is supplied or not or until the hire agreement is cancelled.
 14. At the end of the Hire agreement all instruments must be returned directly to Leicester-Shire Schools Music Service on behalf of LCC
 - a. The conditions continue to apply until the instrument is accepted as returned and a receipt has been provided.
 - b. Appointments must be made with LSMS in order to return an instrument to County Hall, Glenfield.
 - c. Appointments are available during the normal opening hours of Monday to Thursday 09:00 to 16.30 and Friday 09:00 to 16:00 (except Bank Holidays).
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