

Croydon Music and Arts

Exchange of Musical Instrument on Hire

(to be completed by instrumental teacher)

**CROYDON
COUNCIL**

www.croydon.gov.uk

To Instrumental Teacher

This form should be completed and returned to CMA each time an instrument is exchanged. If a replacement instrument is needed please check availability with CMA. Please complete this side of the form in **BLOCK CAPITALS** and return to CMA with the instrument being returned. CMA will complete the reverse of this form and pass on to parents / carers.

PUPIL DETAILS

Pupils' Surname: _____ Forename: _____

Name of School: _____

Name of Instrument: _____

INSTRUMENT BEING RETURNED

Make _____ CMA / Serial No: _____ Size: _____

Please ensure that this instrument is returned in the condition that it was original hired, and includes all accessories.

Please comment on the condition of the instrument and case:

NEW INSTRUMENT (to be completed only if a replacement instrument is being passed on to pupil)

Make _____ CMA / Serial No: _____ Size: _____

Reason for changing instrument: (e.g. larger size)

Name of Teacher: _____ Signature: _____ Date: _____

This form should only be used for exchange of instrument. Where a pupil is hiring a CMA instrument for the first time, please inform CMA of the instrument required (and size if appropriate), name of pupil and name of school. CMA will advise you if an instrument is available, and of the arrangements for the instrument hire application form to be passed on to parents / carers. Once the completed application form is returned to CMA, the instrument will be issued. Any instrument not in use should be returned to CMA.

Office use only

Date Received	Date database amended	Date instrument exchanged (contract)
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Croydon Music and Arts

Hire of Musical Instrument
Confirmation of Change of Instrument

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RETURN OF INSTRUMENT

This is to confirm that the following instrument, previously used by your child, has now been returned to Croydon Music and Arts (CMA):

INSTRUMENT RETURNED

Instrument: _____ Make: _____

CMA / Serial No: _____ Replacement Value: _____

Hired to: _____ Date Returned: _____

EXCHANGE OF INSTRUMENT

Your child's instrumental teacher has changed the instrument on hire to you for the following reason:

Please find below details of the new instrument. This is the instrument for which you are now liable. This is an amendment to the current hire agreement between you and Croydon Music Service. The conditions of hire set out in the original agreement (below) are unaffected. The hire charge is not affected by this exchange of instrument.

Please retain this for your records. You do not need to take any further action.

Hire Conditions

The instrument....

- is for use only by your child. Together with its accessories, it must always be used with care and replaced in its case when not in use. In the case of brass instruments mouthpieces must always be removed.
- must always be carried in a case where provided.
- when not required at school, must be kept at home and stored in a safe place where it will not be damaged.
- must be kept away from heat and damp.
- must be maintained in good playing conditions. Parents / carers and pupils must take every care to ensure that the instrument is not lost or damaged.
- should only be repaired by specialist firms recommended by CMA. All damage or losses must be reported immediately to the Instrumental Teacher or CMA who will arrange for appropriate action to be taken.

Parents / carers are responsible for providing items such as additional strings or reeds. The hire may be withdrawn at any time at the discretion of CMA. If lessons are discontinued or hire is no longer required, the instrument must be returned immediately to CMA.

Parents / carers are responsible for the cost of replacement of the musical instrument in the event of its loss while it is in their custody, and to bear the cost or repair of any damage however caused (fair wear and tear excepted)

You are strongly advised to insure the musical instrument on an "All Risks" basis and for its full replacement value. Please add it to your general household insurance to include use outside the home. If the instrument is lost you are liable for the cost of replacement.

NEW INSTRUMENT DETAILS

Instrument: _____ Make: _____

CMA / Serial No: _____ Replacement Value: _____

Hired to: _____ Date Instrument Exchanged: _____

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