

# Croydon Music and Arts

## Hire of Musical Instrument

(please read the information overleaf before completing the application form)



To apply for the hire of an instrument, please complete this form in **BLOCK CAPITALS** and send to: Croydon Music and Arts, Oasis Academy Shirley Park, Shirley Road, Croydon, Surrey CR9 7AL

### PUPIL DETAILS

Pupils' First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Name of School: \_\_\_\_\_

Name of Instrument: \_\_\_\_\_

### PARENT / CARER DETAILS

Parent/Carer's Surname: \_\_\_\_\_ Mr/Mrs/Ms/Dr/Other: \_\_\_\_\_ Initial: \_\_\_\_\_

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

\_\_\_\_\_ Postcode: \_\_\_\_\_

Tel No: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

### FEE REMISSION

- My child receives Free School Meals; I have already sent proof of this
- My child receives Free School Meals; I enclose proof of this
- My child is a Looked After Child; I have already sent proof of this
- My child is a Looked After Child; I enclose proof of this

I agree to the terms laid out in the Instrument Hire Terms and Conditions on the other side. I understand that a copy will be sent to me, with details of the instrument and its replacement value once the application has been received by Croydon Music and Arts.

I enclose payment of £10.00 for the first term's hire. (Cheque no: \_\_\_\_\_)

Please make cheque / postal order payable to **London Borough of Croydon**.

(We are **unable** to accept cash payments)

I agree to pay future hire fees termly and in advance on receipt of an invoice.

Signature of Parent / Carer: \_\_\_\_\_ Date: \_\_\_\_\_

### **For completion by CMA Staff Member**

Instrument: \_\_\_\_\_ Make: \_\_\_\_\_

CMA / Serial No: \_\_\_\_\_ Size: \_\_\_\_\_

*Office use only*

Date Received	Date added to Database	Date instrument issued

## GENERAL INFORMATION

### Why hire an instrument

Hiring an instrument is designed to let beginners try out their chosen instrument before their parents/carers buy one.

Having an instrument at home to practise on is crucial to the development of the pupil.

### Instruments available

We have a limited number of instruments and availability of an instrument cannot be guaranteed.

Instrument hire is NOT available for:- piano, keyboard, ukulele, recorder, guitar, saxophone or drum kit

## TERMS AND CONDITIONS

The instrument....

- is only to be used by your child. It must always be used with care and replaced in its case when not in use. Mouthpieces must always be removed and bows loosened.
- 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.
- must be kept away from heat and damp.
- must be maintained in good playing condition. Parents / carers and pupils must take every care to ensure that the instrument is not lost or damaged.
- must be returned when lessons stop to the Croydon Music and Arts Office.
- must be returned to CMA and NOT the school.
- should only be repaired by specialist firms recommended by CMA. All damage or losses must be reported immediately to the Instrumental Teacher or CMA.
- must be insured on an 'All Risks' basis for its replacement value to include away from home. If the instrument is lost or damaged you will be liable for the cost of repairs or replacement.

Parents/Carers must provide strings, reeds and other accessories.

A copy of the conditions of hire, with details of the instrument and its replacement value, will be sent to parents / carers once the application has been received by CMA.

Croydon Music and Arts, Oasis Academy Shirley Park, Shirley Road, Croydon Surrey, CR9 7AL  
Tel: 020 8681 0909

*Office Use*

### **INSTRUMENT DETAILS**

Instrument: \_\_\_\_\_ Make: \_\_\_\_\_

CMA / Serial No: \_\_\_\_\_ Replacement Value: \_\_\_\_\_

Hired to: \_\_\_\_\_ Commencement of Hire: \_\_\_\_\_

### Cost of Hire (at September 2015)

**£10** First term / part term  
**£25** per term after that  
**Free** Looked after children  
**£10** per term for pupils on free school meals

### Buying an Instrument

Progress and success is greatest when they own their own instrument.

Instruments are normally hired for 1 year after which parents usually buy an instrument.

CMA runs an Instrument Assisted Purchase Scheme (IAPS) to help parents buy an instrument free of VAT. Retailers often have a range of hire to buy schemes. Contact your child's teacher for advice on make, model and size of the instrument.