



Herefordshire Music Service

Lugwardine Court, Lugwardine, Hereford, HR1 4AE
Tel: 01432 853219; Email: info@encore-enterprises.com

Instrument Hire Application Form 2016-17

Student details:

First name: Surname:

School: School year at Sept 2016:

Instrument, please tick overleaf the instrument required

Instrumental teacher:

Hirer (Parent/Carer) details:

Title: First name: Surname:

Home telephone: Daytime telephone:

Email (required):.....

Address:

..... Post code:

Bursary details: (***Please tick if applicable, Direct Debit instruction does not need to be completed***)

Bursary only available to pupils learning with an Accredited Teacher in an Encore/Music Service Partner School. Please see Instrument details and Terms and Conditions of Hire overleaf.

LAC/Pupils from low income families where the school is receiving Pupil Premium – Instrument hire free, £25 refundable deposit, (*please enclose cheque* and relevant documentation as proof of entitlement*)
** Please make cheques payable to: Encore Enterprises*

I understand there is a minimum hire period of 2 months. I have read, understood and agree to abide by the attached Terms and Conditions of Instrument Hire:

Hirer (Parent/Carer) Signature:..... **Date:**.....

Direct Debit Instruction

Instruction of your Bank/Building Society:

Please pay Encore Enterprises direct debits from the account detailed in this Instruction subject to safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Encore Enterprises and if so, details will be passed electronically to my Bank/Building Society.

Please note that Banks and Building Societies may not accept Direct Debit Instructions for some types of account.

You are protected by the direct debit guarantee; see Terms and Conditions of Instrument Hire.

Name of Bank/Building Society:

Name(s) of Account Holder:

Bank/Building Society account number:Branch sort code:

Signature: Date:

Please return the completed form to Alex McWilliams, at the above address

Instrument Hire for Academic Year 2016-17

Hire Charges:

Herefordshire School pupils:

Subsidised rates: Strings £7.00 per month; All other instruments £10.00 per month

Adult Hire Charges/Out of County pupil rates:

Strings £12.00 per month; All other instruments £15.00 per month

Other Musical Organisations (i.e. orchestras/bands) rates per hire (up to one month period):

Strings £25.00; All other instruments £40.00

- Instruments for hire are subject to availability and priority is given to Herefordshire School pupils.
- Please tick the instrument below that you require. You may need to ask your child's teacher for advice regarding size or type.

Strings :

- | | | | |
|--|--|--------------------------------------|--|
| <input type="checkbox"/> Violin (1/16) | <input type="checkbox"/> Viola (12") | <input type="checkbox"/> Cello (1/8) | <input type="checkbox"/> Double Bass (1/8) |
| <input type="checkbox"/> Violin (1/8) | <input type="checkbox"/> Viola (13") | <input type="checkbox"/> Cello (1/4) | <input type="checkbox"/> Double Bass (1/4) |
| <input type="checkbox"/> Violin (1/4) | <input type="checkbox"/> Viola (14") | <input type="checkbox"/> Cello (1/2) | <input type="checkbox"/> Double Bass (1/2) |
| <input type="checkbox"/> Violin (1/2) | <input type="checkbox"/> Viola (15") | <input type="checkbox"/> Cello (3/4) | <input type="checkbox"/> Double Bass (3/4) |
| <input type="checkbox"/> Violin (3/4) | <input type="checkbox"/> Viola (15.5") | <input type="checkbox"/> Cello (4/4) | <input type="checkbox"/> Double Bass (4/4) |
| <input type="checkbox"/> Violin (4/4) | <input type="checkbox"/> Viola (16") | | |
|
<input type="checkbox"/> Harp | | | |

Woodwind:

- | | |
|--|--|
| <input type="checkbox"/> Flute | <input type="checkbox"/> Oboe |
| <input type="checkbox"/> Clarinet (Bb) | <input type="checkbox"/> Bassoon (Mini) |
| <input type="checkbox"/> Saxophone (Alto) | <input type="checkbox"/> Bassoon (Short Reach) |
| <input type="checkbox"/> Saxophone (Tenor) | <input type="checkbox"/> Bassoon (Standard) |

Brass:

- | | |
|---|---|
| <input type="checkbox"/> Cornet (Bb) | <input type="checkbox"/> Trombone (Compact) |
| <input type="checkbox"/> Trumpet (Bb) | <input type="checkbox"/> Trombone (Tenor) |
| <input type="checkbox"/> Baritone (Bb) | <input type="checkbox"/> French Horn (Mini) |
| <input type="checkbox"/> Euphonium (Bb) | <input type="checkbox"/> French Horn (Compensating) |
| <input type="checkbox"/> Tenor Horn | <input type="checkbox"/> French Horn (Full Double) |
| <input type="checkbox"/> Tuba (Eb) | |

New for 2016/17

(Please check availability as stock is limited; not available for adults or out of county pupils):

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> 5 piece Drum kit (Acoustic) | <input type="checkbox"/> 5 piece Drum kit (Electric) | <input type="checkbox"/> Guitar + Amp (Electric) | <input type="checkbox"/> Electric Piano |
|--|--|--|---|

Other (please indicate instrument required)

Please note: there is a minimum hire period of 4 months for drum kits, electric guitars and electric pianos and these instruments are available for COLLECTION ONLY.



Terms and Conditions of Instrument Hire

1. Herefordshire Music Service/Encore instruments are hired subject to availability with a minimum hire period of 2 months. For drum kits, electric guitars and electric pianos the minimum hire period is 4 months.
2. The Hirer is the parent/carer of the pupil for whom the instrument is being hired.
3. The cost of hire (at Sept 2016) for Herefordshire school pupils is £7.00 per month for string instruments and £10.00 per month for all other instruments, and must be paid for monthly by direct debit. If you only wish to hire an instrument for the minimum hire period we can accept a cheque/cash payment for the whole of the hire period. Please make cheques payable to 'Encore Enterprises'.
4. Where the school is in receipt of pupil premium for a child from a low income family or a 'Looked after Child', the child is entitled to free instrument hire (subject to availability). The child must be learning with an Accredited Teacher in a Music Service Partner School. A £25 refundable deposit is required and is refunded when the instrument is returned in a satisfactory condition. Please tick the appropriate box on the form and enclose a cheque with your application along with proof of entitlement. Your school may be able to pay this deposit on your behalf, please check with your school.
5. Direct debit payments will be taken from the Hirer's bank account on the first day of the month irrespective of the day the hire was initiated or terminated i.e. if you collect an instrument on 15 April, you will not be charged until 1 May. The direct debit will appear on your bank statement as "Herefordshire UA". We require 14 days' notice to terminate a direct debit.
6. If the direct debit is cancelled by the hirer and we do not receive either the instrument or any communication from the hirer within 7 days from the date of cancellation, you will receive notification that the direct debit has been reinstated and charges will commence 14 days later.
7. Instruments are normally delivered to schools on a fortnightly basis (term time only), however they can be collected from our office by parents/carers or instrumental teacher.
8. The instrument can only be collected/delivered on receipt of a completed Instrument Hire Form and Direct Debit Instruction or deposit cheque, in the case of a Pupil Premium bursary.
9. When the instrument is no longer needed, **it is the hirer's responsibility to inform the office and arrange for its return**. Leaving the instrument at school, informing the music teacher or school office is not sufficient and you will still be liable for payment if you have not informed Encore Enterprises that the instrument is being returned. Once we have received the instrument, we will cancel the direct debit or refund the deposit charge.
10. The Hirer agrees to take reasonable care to safeguard the musical instrument.
11. The Hirer is responsible for replacing 'disposable' items such as strings, reeds etc.
12. **The Hirer must ensure that the instrument is adequately insured against theft, loss and damage, or be prepared to cover the loss themselves.**
13. Encore will arrange and pay for repairs needed as a result of fair wear and tear. Instruments requiring attention must be returned to Encore to be repaired by our instrument technicians. It is essential that no repairs are made by the Hirer, tutor or other instrument repairer. Please contact us.
14. The instrument will not be available for you to purchase when you complete the hire.
15. **Please note:** where an instrument is hired to an adult, other organisation or an out of county pupil the hirer may be required to return the instrument (with one month's notice) should a Herefordshire school pupil require it.
16. **Please ensure you inform Encore immediately of any change to your contact or bank details.**

The Direct Debit Guarantee

- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change ENCORE will notify you 10 working days in advance of your account being debited or as otherwise agreed. If an error is made by ENCORE or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid. You can cancel a Direct Debit at any time, by writing to your Bank or Building Society. Please also send a copy of your letter to us.

