



INSTRUMENT HIRE SCHEME

Torbay Music Service Instruments are available for hire to students living in Torbay and surrounding areas. They exist to enable young people to take up instrument tuition without the commitment of purchasing an expensive instrument, or, in the case of stringed instruments, one which the student will 'grow out of'. Prospective hirers should contact Torbay Music Service to ascertain availability of the required instrument, before completing the application form. On receipt of the application form and payment, TMS staff will contact you to arrange collection.

Students are encouraged to purchase their own instrument when they feel they are ready. Torbay Music Service can direct families to schemes to make the cost of purchasing an instrument easier to manage.

Please contact us in plenty of time so that we can help you with this.

Certain instruments are classified as 'Endangered Species'. In order to encourage take-up, we subsidise the hire cost of these instruments further.

TERMS AND CONDITIONS

- The hirer must inform Torbay Music Service of any changes of contact details
- It is the hirer's responsibility to collect and/or return the instrument and all associated accessories such as mouthpieces, bows etc to Torbay Music Service at the agreed date/location
- Payment for the first hire period should be included with the application. Cheques should be made out to 'Torbay Council'.
- Invoices will be sent directly to the hirer, from the music service, at the beginning of each hire period. Payment must be made within fourteen days of the invoice date.
- In the event of any problems with the instrument, the hirer must contact Torbay Music Service immediately so that arrangements for repair can be made. Torbay Music Service is unable to refund any repairs paid for by the hirer. No modifications or changes may be made to any part of the instrument.
- The instrument is supplied with all accessories required to play the instrument (such as reeds, strings etc). Any spares or replacements must be supplied by hirer.
- Any loss or damage to the instrument (other than reasonable wear and tear) is the responsibility of the hirer. The hirer should contact Torbay Music Service immediately should repairs be required as these need to be carried out by an approved technician (often at a discounted rate).
- As any loss or damage is the financial responsibility of the hirer, Torbay Music Service recommends that the instrument be insured against loss or damage under an 'All Risks' policy, usually associated with a home contents insurance policy. Torbay Music Service can supply an insurance valuation upon request.

CONTACT DETAILS:

Torbay Music Service
c/o Torquay Town Hall
Castle Circus
Torquay
TQ1 3DR
Telephone: 01803 208917
Email: tms@torbay.gov.uk

Supported using public funding by



**ARTS COUNCIL
ENGLAND**

How we use and handle your information: Torbay Music Service – Instrument Hire

What information do we need?

Torbay Council needs to hold certain information about its customers and services users in order to effectively provide the services we have to deliver. For Instrument Hire we need to hold information such as your name, address, telephone number, email address and the instrument you are hiring. Torbay Council is what's known as the 'Data Controller' for the personal data you provide to us and we are registered with the Information Commissioner's Office

Why we need it?

We need to know this information about you in order to set up a contract between you and Torbay Council Music Service, regarding your hire of property belonging to us and to ensure that we have information on the whereabouts of this property at all times.

With your consent your information will also be used by us to communicate with you about opportunities that can help you develop your musicianship further

Our lawful basis for holding your personal data is consent.

Do we share your information?

We do not trade personal data for any commercial purpose and we will only disclose your personal information if we have a lawful basis to do so, for example for the prevention and detection of crime, or if we have your consent.

How long do we keep your information?

For Instrument Hire purposes, we are required to hold your personal data until you terminate your instrument hire contract with us, upon which time it will be securely destroyed.

What are your rights?

At any time you can request to have a copy of the information Torbay Council holds about you, and if you feel the information we process about you is incorrect you can request to have it corrected or deleted. If you wish to exercise any of your rights please contact infocompliance@torbay.gov.uk or see our Information Right's Policy which is available at www.torbay.gov.uk

You can contact our Data Protection Officer by emailing infocompliance@torbay.gov.uk

If you are not happy with the way the Council has handled your personal information, please contact us so that we deal with your complaint. However, you can also raise a complaint with the Information Commissioner's Office, contact details can be found on their website www.ico.org.uk

APPLICATION FORM		
STUDENT DETAILS:		
Name:	Date of Birth:	
Address:		
School attended:	Year group:	
Are you entitled to Pupil Premium/Free School meals?	Yes []	No []
HIRER'S DETAILS:		
<i>(The hirer is the person financially responsible for the hired instrument, usually a parent)</i>		
Name:		
Address: <i>(if different from above)</i>		
Telephone number(s):	<i>/</i>	<i>/</i>
Email:		
Hirer's signature: _____		
<i>(By signing, the hirer agrees to adhere to the terms and conditions as laid out opposite)</i>		

Please see overleaf to select your instrument and payment.

STRINGS							
Instrument	Cost	Full price	½ price - Pupil Premium	Instrument	Cost	Full price	½ price - Pupil Premium
Violin – ¼ size	1 term	£15.00	£7.50	Violin – ½ size	1 term	£15.00	£7.50
	2 terms	£24.00	£12.00		2 terms	£24.00	£12.00
	3 terms	£33.00	£16.50		3 terms	£33.00	£16.50
Violin – ¾ size	1 term	£15.00	£7.50	Violin – full size	1 term	£30.00	£15.00
	2 terms	£24.00	£12.00		2 terms	£48.00	£24.00
	3 terms	£33.00	£16.50		3 terms	£66.00	£33.00
Cello – ¼ size	1 term	£15.00	£7.50	Cello – ½ size	1 term	£15.00	£7.50
	2 terms	£24.00	£12.00		2 terms	£24.00	£12.00
	3 terms	£33.00	£16.50		3 terms	£33.00	£16.50
Cello – ¾ size	1 term	£15.00	£7.50	Cello – full size	1 term	£30.00	£15.00
	2 terms	£24.00	£12.00		2 terms	£48.00	£24.00
	3 terms	£33.00	£16.50		3 terms	£66.00	£33.00
WOODWIND							
Instrument	Cost	Full price	½ price - Pupil Premium	Instrument	Cost	Full price	½ price - Pupil Premium
Flute	1 term	£30.00	£15.00	Oboe	1 term	£15.00	£7.50
	2 terms	£48.00	£24.00		2 terms	£24.00	£12.00
	3 terms	£66.00	£33.00		3 terms	£33.00	£16.50
Clarinet – Bb (standard)	1 term	£30.00	£15.00	Clarinet – C	1 term	£15.00	£7.50
	2 terms	£48.00	£24.00		2 terms	£24.00	£12.00
	3 terms	£66.00	£33.00		3 terms	£33.00	£16.50
Clarinet - A	1 term	£30.00	£15.00	Bassoon	1 term	£15.00	£7.50
	2 terms	£48.00	£24.00		2 terms	£24.00	£12.00
	3 terms	£66.00	£33.00		3 terms	£33.00	£16.50
Saxophone - alto	1 term	£30.00	£15.00	Saxophone – tenor	1 term	£30.00	£15.00
	2 terms	£48.00	£24.00		2 terms	£48.00	£24.00
	3 terms	£66.00	£33.00		3 terms	£66.00	£33.00
Saxophone – baritone	1 term	£30.00	£15.00				
	2 terms	£48.00	£24.00				
	3 terms	£66.00	£33.00				
BRASS							
Instrument	Cost	Full price	½ price - Pupil Premium	Instrument	Cost	Full price	½ price - Pupil Premium
Trumpet	1 term	£30.00	£15.00	Cornet	1 term	£30.00	£15.00
	2 terms	£48.00	£24.00		2 terms	£48.00	£24.00
	3 terms	£66.00	£33.00		3 terms	£66.00	£33.00
Kinder horn	1 term	£15.00	£7.50	French horn	1 term	£15.00	£7.50
	2 terms	£24.00	£12.00		2 terms	£24.00	£12.00
	3 terms	£33.00	£16.50		3 terms	£33.00	£16.50
Trombone – alto	1 term	£15.00	£7.50	Trombone – tenor (standard)	1 term	£15.00	£7.50
	2 terms	£24.00	£12.00		2 terms	£24.00	£12.00
	3 terms	£33.00	£16.50		3 terms	£33.00	£16.50
Trombone – bass	1 term	£15.00	£7.50	Baritone/Euphonium	1 term	£15.00	£7.50
	2 terms	£24.00	£12.00		2 terms	£24.00	£12.00
	3 terms	£33.00	£16.50		3 terms	£33.00	£16.50
Tuba – reduced size	1 term	£15.00	£7.50	Tuba – full size	1 term	£15.00	£7.50
	2 terms	£24.00	£12.00		2 terms	£24.00	£12.00
	3 terms	£33.00	£16.50		3 terms	£33.00	£16.50

Payment details:

All prices include VAT at the current rate of 20%

By BACS:

Torbay Council, Natwest, Castle Circus, Torquay. Sort Code: 55-70-01. Account Number: 06040411

Reference: The first four letters of your surname followed by "PBX25InstrHire". No spaces please.

Alternatively, we can take cash payments – exact money only please.