CAMBRIDGE UNIVERSITY FACULTY OF MUSIC
INSTRUMENT HIRE

Name ...........................................

Student Yes/No College ..........................

Cambridge address ..............................................................

Other address ..............................................................

Phone............................................... Email .....................

I agree to the following terms and conditions governing the borrowing of instruments belonging to the University of Cambridge. Failure to comply with these will result in a forfeit of the deposit.

1) To pay a deposit, returnable if the instrument is returned on the agreed date and in the condition in which it is taken.

2) To pay a loan fee as requested.

3) To take appropriate care of the instrument/bow.

4) Not to make any repairs or adjustments to the instrument.

5) To inform the Director of Performance immediately regarding any accidental damage, necessary repairs or adjustments. NB Day-to-day maintenance (e.g. new strings/reeds) is the hirer’s responsibility.

6) Not to take the instrument/bow outside the UK, to leave it in a vehicle, or to leave it unattended at any time. Failure to comply will invalidate the insurance.

7) Not to lend it to another person.

8) To return the instrument at any time during the loan period if requested.

9) To respond immediately to any enquiry regarding the loan from the Director of Performance.

Instrument details
Inventory number
Bow details
Inventory number

Loan period start date Return Date
Returnable deposit received Hire fee paid £

(NB deposit cheques, payable to 'University of Cambridge', will not be banked but need to be valid, i.e. renewed every 6 months)

Signed (for CUCM).......................... Signed (hirer) ......................

Please keep a copy of this contract (by taking a photo on your phone)

ON RETURN
Instrument returned (date) ................. Signed (for CUCM) ......................

Deposit returned (date) ................. Signed (hirer) ......................