****

**FACULTY OF MUSIC, INSTRUMENT HIRE**

The instrument collection is primarily for the use of current University of Cambridge Students.

Others may hire instruments, but instruments can be recalled for student use.

**Instrument Hire: 2024/5** (ex. Harpsichords, chamber organ and historic instruments )

Deposits: Instruments £100

Bows £50

**Current students of the University of Cambridge:**

£15 per instrument per term or Summer vacation or £45 for 12 months

£7.50 per bow per term or Summer vacation or £20 for 12 months

**Recent graduates and students at other institutions: (these figures include VAT)**

£24 per instrument per term or Summer vacation

£12 per bow per term or Summer vacation

**Others: by agreement**

**Instrument Hire: Paying Online**

**Please do not pay until you have received confirmation of the amounts due**

**Instrument Hire:**

To hire an instrument, contact Maggie Faultless, Director of Performance on [mf413@cam.ac.uk](mailto:mf413@cam.ac.uk)

If an instrument is available, complete the contract below.

When requested, use your name as the reference ‘number’

The Deposit and Hire Fee must be paid separately.

Each item (eg. instrument and bow) must be paid for separately.

Please use the links below.

You will be told where to send proof of payment and how to arrange collection.

For short term hires please contact [mf413@cam.ac.uk](mailto:mf413@cam.ac.uk)

**University of Cambridge Students**

<https://onlinesales.admin.cam.ac.uk/product-catalogue/products/schools-faculties-departments-and-institutions/faculty-of-music/university-of-cambridge-students-deposit-payment-and-hire-of-musical-instrument>

**External hire**

<https://onlinesales.admin.cam.ac.uk/product-catalogue/products/schools-faculties-departments-and-institutions/faculty-of-music/external-loans-deposit-payment-and-hire-of-musical-instrument>

Towards the end of the loan you may be given the opportunity to renew, (subject to availability), when a further payment will be due, or you may return the instrument.

Once an instrument has been returned and its condition checked, your deposit will be returned via BACS transfer.

****

***Please return this form as a word document***

Name ………………………………………… Cambridge Student ***Yes / NO***

(Students only) Month and year you expect to graduate............................................

College/ Cambridge address . ………………………………………………..

Other (outside term) address ………………………………………………..

*(you must inform the Director of Performance of any change of address)*

Phone ……………………… Email (CAM and personal) ………………………………………………..

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

* To pay a deposit, returnable if the instrument is returned when requested and in the condition in which it is taken.
* To pay a loan fee as requested.
* To take appropriate care of the instrument/bow.
* Not to make any repairs or adjustments to the instrument.
* Not to remove the identifying label from bows.
* To inform the Director of Performance immediately regarding any accidental damage, or to request repairs or adjustments. NB Day-to-day maintenance (e.g. new strings/reeds) is the hirer’s responsibility.
* 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.
* Not to lend it to another person.
* To return the instrument at any time during the loan period if requested.
* 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 …………………..

Deposits and hire fees are payable online. Please enclose proof of payment.

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

***Electronic signatures are acceptable.***

*Please attach proof of payment*

*On collection, please attach a photo if the instrument/bow to this contract.*

ON RETURN

Instrument returned (date) …................ Signed (for CUCM) ….........................

**Loan renewals:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Renewal start date** | **End date** | **Hire fee paid** | **Signed (hirer)** | **Signed (for CUCM)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |