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**Instrument Hire: 2022/23** (except keyboards)

Deposits: Instruments £100

Bows £50

Current students of the University of Cambridge:

£15 per instrument per term or £35 for 12 months

£5 per bow per term or £15 for 12 months

Recent graduates and students at other institutions:

£20 per instrument per term or £50 for 12 months ***plus 20% VAT***

£7.50 per bow per term or £22.50 for 12 months ***plus 20% VAT***

Others: £30 per instrument per term or £90 for 12 months ***plus 20% VAT***

£10 per bow per term or £30 for 12 months ***plus 20% VAT***

**Instrument Hire: Paying Online**

*The online payment service should be used for and termly or yearly loans. Short-term hire fees (trials) is by cash or cheque.*

**Instrument Hire:**

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

If the instrument is available, complete the contract on page 2 of this document, and you will be advised of the deposit and hire fee payable. When requested, use your name as the reference ‘number’

The Deposit and Hire Fee **must** be paid separately, through the links below

**University of Cambridge Students**

[University of Cambridge student deposit payment and hire of musical instruments.](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**

[External loans deposit payment and hire of musical instruments](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)

When payment has been made, confirm this with [accounts@mus.cam.ac.uk](mailto:accounts@mus.cam.ac.uk) and [mf413@cam.ac.uk](mailto:mf413@cam.ac.uk) to arrange collection.

Towards the end of the loan you may be given the opportunity to renew, (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,

**NB Return transactions take place once a term.**

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**FACULTY OF MUSIC, UNIVERSITY OF CAMBRIDGE**

**INSTRUMENT HIRE**

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

Other players may hire instruments, but they may be recalled for student use.

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

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

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

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

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

Phone ……………………… Email ………………………………………………..

(if you will graduate after the loan ends please include your personal email)

**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.**

1) To pay a deposit, returnable if the instrument is returned when requested 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, or to request 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 …………………..

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

***Electronic signatures are acceptable.***

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

ON RETURN

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

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

*NB Online deposit returns are made once a term, at the end of term.*