



Brentwood School

Virtue . Learning . Manners

www.brentwoodschool.co.uk



Instrument Loan Terms and Conditions

The Following Terms and Conditions constitute an agreement between (You) the Loanee (Your) Loanee's Legal Guardian and (The Owner) Brentwood School:

General

1. A Google form must be completed and agreed before loan will commence.
2. **You** are responsible for the instrument during the loan period and shall be expected to look after the instrument as per staff instructions.
3. The instrument should only be used by the person named in the Google form.
4. All Instruments will be collected and returned to Huddleston Building Brentwood School and checked in and out by a member of staff.
5. All instruments remain the property of Brentwood School throughout the duration of loan.
6. All instrument loans are for the duration of one school term, unless otherwise agreed with the Director of Music.

Fees and Charges

1. Loans are provided free of charge but costs may be incurred as per points 2-4 within this section
2. Any instruments lost or damaged beyond repair will be charged to the loanee at full purchase price added to **your** school fees.
3. Any instruments returned damaged will be subject to a £100 penalty fine added to **your** school fees.
4. Late return of instruments will incur a £20 penalty charge added to **your** school fees.

Insurance

1. Pupil belongings insurance is available through MARSH and can be added to the fees. Please visit; <https://www.brentwoodschool.co.uk/our-community/parents/insurances> and click on the personal effects section for more information or contact fees@brentwood.essex.sch.uk.
2. Alternatively you can take out cover via your home insurance or specialist insurance for musical instruments can be purchased for the hire period through companies such as Allianz Insurance www.allianzmusicalinsurance.co.uk 0330 100 9903

Reservation of Rights

1. The **Owner** reserves the right to recall instruments from hire at any time due to
 - a. Inappropriate use of the instrument
 - b. Unacceptable School Behaviour
 - c. Unpaid Fees

For more information please contact; Mr Florian Cooper, Director of Music
FAC@brentwood.essex.sch.uk