

**ORDER FORM**

Please complete **ALL RELEVANT DETAILS IN BLOCK CAPITAL LETTERS** and return to Gloucestershire Music, Colwell Arts Centre, Derby Road, Gloucester. GL1 4AD **OR** via your child's school (LEA schools only). Please note that returning it to the School may delay the order being processed. **INCOMPLETE FORMS WILL BE RETURNED. ONLY ON RECEIPT OF A COMPLETED FORM AND HIRE PAYMENT (OR BURSARY APPLICATION) WILL AN INSTRUMENT ORDER BE PROCESSED.**

**PERSONAL INFORMATION:**

**Pupil's**

**Forename:** \_\_\_\_\_ **Surname:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Parent/Guardian(s) Full Names:** \_\_\_\_\_  
(if school pupil)

**Address:** \_\_\_\_\_  
\_\_\_\_\_ **Postcode:** \_\_\_\_\_

**Tel. No.** ( \_\_\_\_\_ ) **Mobile:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Ethnicity:** \_\_\_\_\_ **Gender:** Male/Female (please delete) **Year Group:** \_\_\_\_\_

**Type of instrument required:** \_\_\_\_\_ **Size\*:** \_\_\_\_\_ **School:** \_\_\_\_\_

\*Sizes are required for violins, violas, 'cellos, double basses and guitars. You may need to ask the instrumental tutor which size is required. If you are ordering a French Horn please ask your tutor which type is required.

**TYPE OF HIRE - please tick appropriate box:**

A Child attending an LEA School with a tutor supplied through the Music Office  Tutor's name: \_\_\_\_\_

A Child attending an LEA or Independent School with a tutor **not** supplied through the Music Office

An Adult, who is a paid up member of one of Gloucestershire Music's Adult Groups

An Adult having private lessons

**BURSARY APPLICATIONS:** Please see reverse of form.

**PAYMENT:**

An instrument will not be issued until payment of the first term's hire fee has been received (or bursary application). Please see reverse of form for methods of payment. Fees are as follows:

Pupils taught by a tutor supplied through the Music Office or Adults who are members of Adult Groups:  
Violin/Viola/Glok Pak £13.00      Guitar £11.00      Others £25.50

Pupils **not** taught by a tutor supplied through the Music Office or an Adult having private lessons\*:  
Violin/Viola/Glok Pak £15.28      Guitar £12.93      Others £29.96

\* VAT rate based on 17.5% but may be subject to change

**N.B. If the hirer is an Adult receiving private lessons a £50 deposit will also be required along with the hire fees. The deposit is refundable on the undamaged return of the hired instrument.**

**PLEASE READ AND SIGN THE DECLARATION BELOW:**

By signing this agreement I/we accept the conditions of hire attached to this form. I/we agree to indemnify the Music Service against loss or damage (apart from accidental damage) to the instrument by the replacement value shown on the attached information sheet. I/we understand that is my/our responsibility to insure the instrument against such loss or damage, and that if I/we choose not to insure, I/we could be liable to pay Gloucestershire Music up to the full replacement value of the instrument.

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Revised May 2010



## APPLYING FOR A BURSARY

If the hirer attends an LEA school you may be entitled to the free use of an instrument and help towards the cost of tuition fees (£25 per term in Primary and £30 per term in Secondary schools). To qualify you must:

1. Receive lessons from a teacher supplied through the Music Service
2. Currently be in receipt of any one of the following:
  - \* Income Support
  - \* Income Based Job Seeker's Allowance
  - \* Child Tax Credit, where the Child Tax Credit added to your total annual income is below £16,190

Confirmation of Benefit - please tick and attach appropriate paperwork

I have applied for and have been granted Free School Meals. (Please provide a photocopy of your letter of entitlement from Shire Hall)

A photocopy of all pages of the Inland Revenue form which begins TC60\_\_ This form must show that you are receiving Child Tax Credit and that your Child Tax Credit added to you total annual income is below £16,190 as at 5th April 2010.

I certify that the information given is correct to the best of my knowledge and belief. I understand that if my benefit stops I have to inform the Music Service immediately.

I am happy that my Child's School is informed of my entitlement in order that the School may reduce the tuition fees.

Signature of Applicant ..... Date .....

## METHODS OF PAYMENT

**Please note that instruments cannot be ordered without payment (or bursary application) being received with the order**

### Methods of Payment:

1. **By Credit/Debit Card**  
You can use your credit or debit card to pay completing the payment slip below and returning to Colwell Arts Centre, Derby Road, Gloucester. GL1 4AD.
2. **By Cheque/Postal Order**  
By Crossed Cheque or Postal Order made payable to Gloucestershire County Council, and sent to Colwell Arts Centre, Derby Road, Gloucester. GL1 4AD. *Do not send cash through the post.*
3. **In Person**  
Payment can be made by personal visit to Colwell Arts Centre between 8.30 a.m. and 4.30 p.m. Monday to Friday.

**Receipts are only supplied if a stamped addressed envelope is enclosed with you remittance**

## CREDIT CARD PAYMENTS



Please charge my Credit / Debit card the sum of £ .....



Cardholder Name .....  
(please print)

Start Date   mm   yy

Expiry Date   mm   yy

Issue No.    
(Switch only)

Card Number

SIGNATURE: .....

DAYTIME TELEPHONE