**Care of Instruments and Summary of Insurance Cover**

**During the period of the loan students are responsible for the care of the instrument and associated items.** Although insurance cover is in place, if loss or damage occurs which is not covered by the policy then the student will be required to pay for the cost of replacement or repair to the satisfaction of the Fund.

**The Fund’s insurance is under a policy issued by Allianz.**

**Students are required to pay a contribution of the insurance premium for the period of the loan as specified overleaf.**

**Insurance cover applies in the UK only.** If any instrument is temporarily removed from the UK, permission must be sought from the Fund at least one calendar month before to allow for an extension of insurance cover to be arranged. The premium for this extension must be paid by the student.

**Theft cover is limited to circumstances where there is a break-in to premises.** It is a standard limitation of insurance cover that items taken or lost are not covered where no break-in occurs or where no force is used. This means, for example, that if something is taken by a person entitled to be in a rehearsal room, this will not be covered by the policy.

**Items which are lost rather than stolen are not covered by the insurance policy.**

**Theft from unattended vehicles is not covered.** Instruments must never be left in unattended vehicles.

**Students are required to pay the policy excess for any claim in respect of the instrument and associated items loaned to them.** Most of the instruments are subject to a £100 excess. The Püchner Bassoon and the Adler Bassoon are subject to an excess of £250.

**Any loss or damage must be notified immediately to the Fund.** This is a requirement of the insurance policy and any delay could result in a claim not being paid and the cost would then be the responsibility of the student.

**Changes of address must be notified to the Fund. If you move house or are resident at a different address for more than one month details must be notified to the Fund.**

**All items lent by the Fund must be returned no later than the date specified overleaf.**

***The Fund expects all students who are loaned instruments to honour both the letter and the spirit of these arrangements. Failure to do so may result in the Fund having to charge students a large up-front deposit in the future.***

**Name of student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Alternative Address (e.g. University)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Items Loaned by the Fund \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The period of loan ends on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Insurance Premium Contribution: £\_\_\_\_\_\_**

In respect of the Denne Gilkes Memorial Fund lending me the items listed above, I agree to the conditions as listed overleaf.

**Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

For students aged under 18 years old, a parent or guardian must also sign below

**Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**