

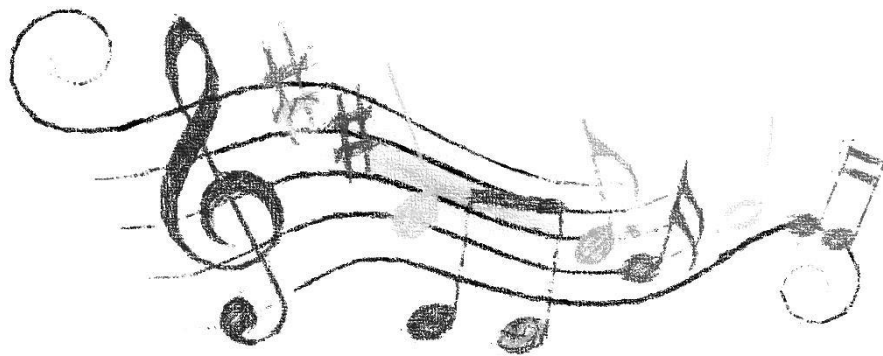


# Calderdale Music Trust

## Instrumental Music Tuition for Adults from September 2018

*Transforming and enriching  
lives through music*

Registered Charity Number: 1154343



@CalderdaleTrust

[www.calderdalemusictrust.org.uk](http://www.calderdalemusictrust.org.uk)



Calderdale Music

Supported using public funding by



**ARTS COUNCIL  
ENGLAND**

## Calderdale Music Trust Agreement

**We look forward to welcoming you to the Calderdale Music Trust. Please complete the below information as accurately as possible in clear, legible handwriting. We value the privacy of your information and details of why we ask for it, how we use it and who it is shared with are contained in our privacy notice available on our website. If any of the information provided changes, please let us know as soon as possible.**

*Please complete ALL parts of this form, sign the agreement, and return to the Calderdale Music Trust. Unfortunately, we cannot process unsigned agreements.*

*This form is for adults. Lessons for adults are held the Halifax Music Centre. We do not offer tuition at a student's home.*

### **Section 1 – Pupil Details**

Title \_\_\_\_\_ Full Name \_\_\_\_\_

Address \_\_\_\_\_

Post code \_\_\_\_\_ Telephone (Home) \_\_\_\_\_

(Mobile) \_\_\_\_\_

A lot of our communication is done electronically for your convenience and to help save paper and preserve the environment. Please check your junk email in case any communications are sent to your junk email folder.

(Email) \_\_\_\_\_

Any medical conditions(s) the tutor needs to be aware of?

\_\_\_\_\_

Instrument preferred:

Alternative choice:

\_\_\_\_\_

\_\_\_\_\_

How did you hear about lessons with Calderdale Music Trust? \_\_\_\_\_

**Photographs and videos may be taken during performances and workshops. The photographs will go on our leaflets, booklets and display panel; all these may be placed on our website, Facebook and Twitter. Please be aware that our website, Facebook and Twitter can be seen throughout the world, and not just in the United Kingdom where UK law applies. We will never share your name when we publish images.**

*I consent to having my photograph/video taken and sharing it as described above (please tick.)*

To withdraw your consent please email [admin@calderdalemusictrust.org.uk](mailto:admin@calderdalemusictrust.org.uk)

### **Section 2 - Emergency Contact**

**PLEASE ENSURE THAT YOU ASK FOR CONSENT TO SHARE THIS DATA WITH US.**

(Mr / Mrs / Miss / Ms / other) \_\_\_\_\_

Surname \_\_\_\_\_

Forename \_\_\_\_\_

Relationship: \_\_\_\_\_

Telephone (Home) \_\_\_\_\_

(Work) \_\_\_\_\_

### Section 3 - Lesson

The following prices are in place until September 2019. Please select which type of lesson you would prefer. We guarantee 30 lessons per academic year.

<input type="checkbox"/> 20 minute individual lesson - £152.50 per term	<input type="checkbox"/> 30 minute individual lesson - £230.00 per term
<input type="checkbox"/> 20 minute paired lesson (please read below) £78.00 per term per pupil	<input type="checkbox"/> 30 minute paired lesson (please read below) £115.00 per term per pupil

If you choose a paired lesson, you must indicate a pupil you wish to share with. They must have also filled in an enrolment form and chosen a paired lesson with you. **If you do not have a pupil to share lessons with you will be put on our waiting list.**

Please indicate here the name of the pupil you wish to have paired lessons with:

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### Ensembles

#### **Halifax Music Centre (Heath Campus)**

Adult Ukulele Group (for beginners)	Wednesday	2:00pm – 3:00pm
Adult String Group	Wednesday	7:00pm – 8:00pm
Adult Wind Band	Wednesday	7:00pm – 8:00pm
Adult Theory Class for Beginners	Wednesdays	7:00pm – 7:30pm

#### **Savile Park at Heath School Hall**

CSI Choir	Wednesday	6:00pm – 7:30pm
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#### **St Jude's Church**

Senior Citizens Orchestra	Tuesday	2:00pm – 3:00pm
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Ensembles are available to all musicians, including those not having lessons through the Calderdale Music Trust. Ensemble membership fee is £40 per term. **Please do not come to an ensemble without first calling the office (01422 303060) and filling in an ensemble enrolment form.**

### Section 4 - Details of the person paying for the service

Title \_\_\_\_\_ Full Name \_\_\_\_\_

Address \_\_\_\_\_ Post code \_\_\_\_\_

Telephone (Home) \_\_\_\_\_ (Mobile) \_\_\_\_\_

(Email) \_\_\_\_\_

**Please select your preferred method of payment:**

Direct Debit <input type="checkbox"/> (monthly set up by the Music Trust)	Payment in full <input type="checkbox"/> by bank transfer	Payment in full <input type="checkbox"/> by card of the phone	Payment in full <input type="checkbox"/> by cheque (to Calderdale Music Trust LTD)
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### **PLEASE DO NOT SEND PAYMENT WITH THIS FORM.**

You will receive an invoice for the cost of tuition and, if relevant, instrument hire prior to the term in which lessons start. We would prefer to send this to you by email. Payment of invoice is strictly within 28 days. Where payment is not received the Calderdale Music Trust will follow procedures as set out in the debit policy. Lessons that have not been paid for before the invoice due date will be stopped immediately until payment is received.

**Please note:** If you wish to cancel the lessons during the term the **full term must be paid for.** You must give us notice in writing at least 2 weeks before the **end** of the school term. Please read the terms and conditions at the back of this booklet.

## Section 5 – Instrument Hire

**Would you like to hire an instrument from the Music Trust?** Yes  No

If you would like to hire an instrument please circle the instrument required:

Group A	Group B	Group C	Group D
<b>£14 per term</b> Violin Viola Guitar	<b>£20 per term</b> Flute Clarinet Keyboard Trumpet Cornet Trombone	<b>£25 per term</b> French Horn Tenor Horn Cello	<b>£30 per term</b> Double Bass Bassoon Oboe Saxophone Baritone Tuba

### INSTRUMENT HIRE

**Calderdale Music Trust has a large stock of instruments and is pleased to make these available to students to assist with their musical studies.**

- It is the responsibility of the student to collect the instrument from the Trust office and sign the agreement before the instrument is allocated.
- If an instrument is loaned from Trust stock, the student must accept responsibility for any loss or damage caused by accident, theft, attempted theft, maltreatment or otherwise.
- The student will be charged for a comparable replacement if the instrument is lost or irreparably damaged. The full costs of any damage (other than from regular use) will also be charged to the student. Any damage must be reported to the Trust and will be carried out by the Trust's specialist instrument technician.
- The instrument provided will be in good condition.
- Minor damage incurred through regular use will be repaired by the Trust's specialist instrument technician and will not be charged for. Students must not attempt to repair the instrument.
- Students are advised to arrange adequate insurance for instruments on loan. This may already be covered by household contents insurance but the position regarding this should be clarified with your insurer.
- The instrument must not be used by any person other than the student to whom it is loaned.
- **If a student stops lessons the instrument must be returned to the Trust office at the end of the final term. This is the responsibility of the student. If the instrument is not returned, the student will be charged for the full cost of a replacement.**
- The instrument (including mouthpiece or bow where applicable) remain the property of the Calderdale Music Trust and may be recalled for inspection at any time.
- If the instrument requires repairing or a student requires a different instrument it is the responsibility of the student to return the instrument to the Trust office and collect it when it is ready.
- Some instruments require accessories (rosin for string instrument bows, reeds for wind instruments, valve oil etc.). Instruments will not normally come with a supply of such accessories – please consult with your instrumental tutor for details of what may be needed (we warn that

valve oil can be hazardous if ingested). Woodwind instruments requiring reeds will be provided with a reed but replacement reeds are the responsibility of the student.

- Instruments can only be hired by students having lessons with Calderdale Music Trust or attending one of our ensembles.

If you are happy to accept the loan of the instrument on these terms, please fill in the details below.

**We cannot loan instruments to people who have not signed below.**

**To be completed by the student:**

I accept responsibility for the loan of the instrument listed above and agree to the terms of the loan scheme as detailed on this form and on the CMT website.

Name: \_\_\_\_\_

Signed : \_\_\_\_\_

Date: \_\_\_\_\_

## **Section 6 – Terms And Conditions**

Please read carefully **and sign below**. *The person signing must be the same person shown in **Section 4** (person paying for the lessons).*

### **Terms and Conditions and the Agreement.**

- The Calderdale Music Trust guarantees 30 visits per academic year. No refunds can be given for pupil absences. Invoices can only be adjusted where the Trust has failed to make a tutor available for at least 30 visits during the academic year or exceptional circumstances are agreed by the Trust Director.
- A group can only be set up where there are a viable number of enrolments on any particular instrument. You will be informed when you have a place. Group sizes/length of lessons will be dependent upon enrolments and determined by the instrumental tutor.
- It is not the responsibility of Trust instrumental tutors to ensure pupils attend lessons. However every effort will be made to encourage good attendance. Refunds cannot be given for non-attendance of pupils.
- Details for the direct debit will be sent to you, with your invoice, in advance from the Trust.
- If a pupil withdraws from lessons during the term the **full term must be paid for. No refunds will be given.**
- I understand I will receive an invoice, in advance, which I agree to pay upon receipt by monthly direct debit, or in full. I understand that non-payment will be deemed to be a repudiatory breach of contract, whereupon the Trust may treat the contract as having been summarily terminated, or alternatively the Trust may suspend lessons until payment for the year is received in full. Furthermore I understand that termination by the Trust pursuant of this clause will not affect their right to recover any sums outstanding and due to the Trust.
- I understand this agreement is binding and will continue until it is **cancelled, in writing, at least 2 weeks before the end of a school term.**
- I understand the Trust will inform me of any changes in fees, terms and conditions, or any other relevant alterations to Trust delivery. If I accept these changes, I need do nothing and my lessons will continue. If I do not accept these changes, I will write to the Trust to cancel the lessons, giving at least two weeks' notice prior to a new school term. NOTE: changes to day and time of lessons or tutor, may be effected at any time and are NOT considered as changes to terms and conditions and are not relevant alterations to Trust delivery. Lessons may take place at any time during the school day.

### **Data Protection**

*Calderdale Music Trust ensures that all personal information provided on this form is treated in accordance with the Data Protection Act (2018) and the EU General Data Protection Regulation. The information provided allows us to deliver the stated service to you and will only be shared with our staff and music tutors unless we gain your explicit consent. The information will only be kept for as long as long as necessary to deliver the service, except where you have requested to be a part of our mailing list. Our full Privacy Notice can be viewed on our website <https://www.calderdalemusictrust.org.uk/>*

### **Marketing Consent**

We would however like to be able to keep you informed about future events and would like to add you to our mailing list. Please indicate (tick box) **if you do wish** to receive such communications, we take the use of your data seriously and will not pass your information to any third parties.

If you wish to withdraw your consent please email [admin@calderdalemusictrust.org.uk](mailto:admin@calderdalemusictrust.org.uk)

### **I AGREE TO THE TERMS AND CONDITIONS.**

Signed \_\_\_\_\_ Date \_\_\_\_\_  
**(person paying for the lessons)**

Please return this form to Calderdale Music Trust, Heath Campus, Free School Lane, Halifax, HX1 2PS