



## BATE COLLECTION OF MUSICAL INSTRUMENTS

### LOAN FORM

<b>INSTRUMENT</b>	
<b>ACCESSION N°</b>	
<b>MAKERS NAME</b>	
<b>BORROWED BY</b>	
<b>UNIVERSITY EMAIL</b>	
<b>COLLEGE</b>	
<b>SENIOR REFEREE - NAME</b>	
<b>SENIOR REFEREE - EMAIL</b>	
<b>INSTRUMENT DETAILS</b>	
Please note here a brief description of the condition of the instrument, together with simple description of any marks of wear or damage. List any accompanying items - reeds, support, spare strings etc.	
<p><b>By signing this loan form you are agreeing:</b></p> <ol style="list-style-type: none"> <li>1. To care for the instrument with as much attention as though it were your own</li> <li>2. Not to lend to, nor allow the instrument to be played by, anyone else</li> <li>3. Not to leave the instrument unattended</li> <li>4. To return the instrument on the agreed date and time to the Bate Collection</li> <li>5. Not to give the instrument to a third party for return to the Bate Collection</li> <li>6. Not to carry out or have carried out any repairs of any nature: especially not to replace nor disturb any pads or lappings nor to stick blu tack or sellotape on any part of the instrument</li> <li>7. Not to take the instrument out of the United Kingdom mainland without first informing the Bate Collection and subsequently arranging for the instrument to be insured to our specifications;</li> <li>8. Where the instrument is being played in an Oxford University orchestra (or equivalent), to provide the Bate Collection with 1 or 2 tickets for the performance.</li> </ol> <p>The person who will be playing the instrument <b>MUST</b> be the person who collects it and signs this form. They <b>MUST</b> also be the person who returns the instrument at the end of the loan period. We will assume that the person signing this form has accepted complete liability for its care.</p> <p><b>If any of the above conditions are not observed your £100 deposit will be returned and no further loans will be allowed from the Bate Collection.</b></p>	
<b>SIGNED</b>	<b>COUNTERSIGNED FOR MUSIC FACULTY</b>
<b>DATE</b>	<b>RETURN DATE</b>