**Assisted Instrument Purchase Agreement Form**

**THIS AGREEMENT is made this (date) [ ]**

**between BBC and the Purchaser**

1. In this agreement the following words and expressions shall have the following meanings

“AIPS” means the Assisted Purchase Instrument Scheme described in Schedule 2 below

“BBC” means Bedford Borough Council

“Instrument” means the instrument described in Part 2 of Schedule 1

“Invoice” means an invoice from BBC to the Purchaser for the Price

“Parties” means the parties to this agreement

“Price” means the price of the Instrument set out in Part 2 of Schedule 1 as “Price (exc VAT)”

“Purchaser” means the person [ ]

“Schedule 1” means Schedule 1 below comprising Part 1 Part 2 and Part 3

“Schedule 2” means Schedule 2 below

1. BBC agrees to procure the Instrument for the Purchaser on payment of the Invoice and the purchase will be treated as having completed on the date that the Purchaser takes delivery of the Instrument
2. BBC shall take delivery of the Instrument and thereafter make arrangements with the Purchaser for the delivery of the instrument to the Purchaser at the Purchaser’s cost
3. This agreement shall be cancelled and any sums paid to BBC by the Purchaser repaid if the Purchaser either (a) fails to pay the Invoice within 28 days of receipt or (b) having paid the Invoice fails to take delivery of the Instrument within 28 days of being notified that the Instrument is available for delivery
4. BBC and the Purchaser shall inspect the Instrument before the Purchaser takes delivery of it and by taking delivery the Purchaser shall be deemed to have accepted any faults that are noted upon that inspection but which the Purchaser has agreed in writing to accept
5. The Parties agree that BBC may undertake all of any of its obligations in this agreement through Music for Bedford Borough
6. The Purchaser shall not sell, transfer, assign, share or part with the benefit of this agreement in any way whatsoever and shall not
7. The Purchaser agrees that the purchase of the Instrument meets the AIPS criteria set out in Schedule 2 and that the details provided in Schedule 1 for that purpose are correct
8. Insofar as they are legally able to do so, BBC will transfer and the Purchaser will accept the benefit of any manufacturer’s warranty or guarantee relating to the Instrument at the date of the Purchase

**Signed by [ ] …………………………………Position……………………..**

**acting on behalf of**

**Bedford Borough Council**

**Signed by [ ]………………………………………………………………**

**The parent of [ ]**

**SCHEDULE 1**

**Part 1** – To be completed by the parent/guardian

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| **Initial Details:** |
| Student Details | **First Name**………………… **Last Name**……………………….**DOB**………………………….**Year Group**……………………**School Name**…………………………………………………… |
| Contact Details of Parent/Guardian | **Name**……………………………………………………………**Address**……………………………………………………………………………………………………………………………...**Home Phone**………………………**Mobile**……………………**E-mail**…………………………………………………………… |
| Local Authority activity/activities in which the pupil participates. | **Sat Morning Music Centre** **Co-op Ensemble** **Co-op Lessons** **Other (state)……………………….........** |
| Full details of the instrument to be purchased. | **Type**…………………………. **Model**…………………………… |
| Brief justification of why the purchase of this instrument is necessary for the pupil’s education *(this is to meet HM Revenues & Customs eligibility criteria)* | * **Is a member of an ensemble** Y/N
* **Attends an ensemble regularly (at least weekly)** Y/N
* **Has lessons with Bedford Music Co-op** Y/N
* **Attends lessons regularly (at least weekly)** Y/N
 |
| I confirm that the details provided in this section are correct. | **Sign**……………………………………………………………**Print Name**……………………..........**Date**…………………... |

**Part 2** – To be completed by the Teacher

Please note that only the suppliers below can be used to purchase an instrument through this scheme.

**LMS Music Supplies:**

<https://www.lmsmusicsupplies.co.uk/>
0345 230 0455
ask@lmsmusicsupplies.co.uk

**Chamberlain Music:** -

<https://www.chamberlainmusic.com/>

01428 658806

sales@chamberlainmusic.com

**Wood wind and reed**

<https://www.wwr.co.uk/>

01223 500442

shop@wwr.co.uk

**DV247**

<https://www.dv247.com/en_GB/GBP>

01708 771900

sales@dv247.com

**Normans Musical Instruments**

<https://www.normans.co.uk/>

01283 535333

sales@normans.co.uk

**Howarth of London:**

<https://www.howarth.uk.com/>

020 7935 2407

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| --- |
| **Instrument Details:** |
| Please provide details of instrument to be purchased. | **Type**………………………..**Model**………………………**Supplier Name**…………………………………………………**Supplier Address**…………………………………………….………………………………………………………………….………………………………………………………………….**Price (exc VAT)**……………**Price (Inc VAT)**.......................... |
| I confirm that the above child named in section 1 attends a regular ensemble or instrumental/vocal lessons in school. | **Sign**……………………………………………………………**Print Name**…………………….........**Date**………………….... |

**Part 3** – To be completed by the School or Music Centre Teacher

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| **School / Music Centre Confirmation:** |
| I confirm that the above child named in section 1 attends a regular ensemble or instrumental/vocal lessons in school. | **Sign**………………………………………………………………**Print Name**……………………...........**Date**…………………...**Position**…………………………………………………………… |

**SCHEDULE 2**

**How the Assisted Instrument Purchase Scheme operates**

AIPS enables parents of pupils that attend local authority schools to purchase a musical instrument through BBC/Music for Bedford Borough without having to pay the VAT that would ordinarily be added to the purchase price. Parents will benefit from the scheme if the sale meets the criteria below. BBC/Music for Borough is able to reclaim the VAT on the purchase of musical instruments because the instruments are used for the provision of education. Academies and Free Schools may have their own scheme, please check.

**AIPS criteria**

To qualify for AIPS, the following criteria must be met at the date of purchase of the Instrument.

* The instrument or item must be sold to the local authority or school and then supplied onto the pupil or their guardian.
* The pupil must be receiving state education (see definition below)
* The instrument must be used as part of their musical tuition.
* The instrument must be appropriate to the pupil’s needs

*“State education”* includes the following:

* Instrument lessons at a local authority school
* Instrument lessons with a Bedford Music Hub Partner organisation such as the Bedford Music Co-operative.
* Musical tuition in an ensemble run by a local authority school, Music for Bedford Borough’s Music Centre or by a Bedford Music Hub partner organisation such as the Bedford Music Co-operative.

**Part 5** – Office Use

* Part 1 completed fully and signed? Y/N
* Pupil attends a local authority school and/or a Bedford Music Hub Ensemble? Y/N
* Part 2 completed fully and signed? Y/N
* Part 3 completed fully and signed? Y/N