

Manawatu Music-for-Youth Charitable Trust (Inc)

Agreement for the hire of a musical instrument

(to be retained by Saturday Music (PN))

The following instruments are available for hire:

clarinets, cornets, cellos (all sizes), flutes, trombones, trumpets and violins (all sizes); saxophones may be available

Use one instrument hire form per student. Copy the form if necessary.

Student surname:

First name:

Parent / caregiver surname:

First name: Mr / Mrs / Ms / Miss / Dr / Other

Residential Address:

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Postal address (if different from residential address):

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Email address:

Telephone: Home: Work:

Mobile:

For SM use:

Receipt #: _____

Cash/Cheque

Bank: _____

Chq #: _____

\$ _____

Date: _____

Instrument hire fees per instrument:

For the Saturday Music (PN) teaching year (February 2010 to November 2010): \$75.00

For the summer period (November 2010 to February 2011): \$25.00

To request a hired instrument:

- * Present this completed form and the hire fee to Saturday Music (PN) staff at the foyer of Palmerston North Intermediate Normal School during Saturday Music (PN) lesson times; or
- * Present this form and the hire fee to Saturday Music (PN) staff at Palmerston North Intermediate Normal School on the final enrolment day, Saturday 13 February 2010; or
- * Post the form and hire fee (cheque only, made out to Manawatu Music-for-Youth Charitable Trust (Inc)) to:
Manawatu Music-for-Youth Charitable Trust (Inc), c/- John Schwabe, Reid Line East, RD 11, Palmerston North

To collect the instrument:

Please arrive at the instrument hire desk 30 minutes before the lesson time, on the first day of lessons.

Please turn over to read the conditions of hire and to sign this agreement.

For SM use:

Instrument: SM number:

Instrument condition: Ex VG Av Fair Poor

Case condition: Ex VG Av Fair Poor

Bow condition: Ex VG Av Fair Poor

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Accessories

Strings

Bow

Rosin

Shoulder rest

Bag strap

Woodwind

Cleaning rod

Pull through

Cork grease

Mouthpiece cap

Brass

Mouthpiece

Grease

Oil

Issued:

Date:

February / November 2010

Initials:

Manawatu Music-for-Youth Charitable Trust (Inc)
Conditions of hire of a musical instrument

Please read the following conditions carefully. Please take special note of the “Care of the instrument” section.

The hirer agrees:

Terms of the instrument hire

- 1 that the instrument will not be uplifted from Saturday Music (PN) until this agreement has been read and signed and the hire fee has been paid.
- 2 that the hire of this instrument is for the duration of the period stated on this agreement.
- 3 that, upon payment of the appropriate hire fee, the named student will have the exclusive use of the instrument that is the subject of this agreement (hereafter called ‘the instrument’) during the period of hire, and may use it in any related musical function or activity (eg school orchestra, band or any community musical group).
- 4 to ensure that the instrument is not lent or hired to any other person and that only the named student will use it.
- 5 that the hirer will immediately inform the Administrative Director during the period of this agreement should he/she change his/her address, telephone number or any other information provided on this agreement form.

Care of the instrument

- 6 to take full responsibility for the security of the instrument while in the hirer’s possession, to arrange for an appropriate insurance cover and to fully compensate financially for the loss of the instrument should such a loss occur. The hirer is strongly recommended to obtain insurance cover for the instrument while it is in his/her care
- 7 to take full care of the instrument and its case and any accessories and to take all reasonable precautions to prevent any damage or loss, by theft or in any other way. Instruments must be kept in their case when they are not in use and away from direct heat or sunlight.
- 8 to be responsible for ensuring that the instrument is maintained in good order and that any cleaning or precautionary actions as may be necessary for its care and protection, are regularly carried out (eg woodwind instruments must be mopped out after each use; brass instrument slides must be regularly greased and the mouthpiece cleaned; stringed instruments must have their bow tension released immediately after use and rosin dust regularly wiped from the instrument).
- 9 to provide for the student any disposable accessory that is required to play the instrument or maintain it in good condition, eg reeds.

Repair, damage or loss of the instrument

- 10 to pay for any repairs that need to be made to the instrument should such repairs have been caused directly or indirectly by the student’s or hirer’s negligence or failure to carry out any of the requirements of this agreement. This does not include those repairs occasioned by fair wear and tear. The hirer **must not** attempt to undertake repairs himself/herself. Repairs must be carried out only with the approval of the Administrative Director of Saturday Music (PN).
- 11 to contact the Administrative Director of Saturday Music (PN) **immediately** in the event of any damage to, or loss of, the instrument.

Return of the instrument

- 12 that the instrument will be returned promptly to Saturday Music (PN) at the end of the hire period or earlier should the student withdraw from Saturday Music (PN) classes or intend to move away permanently from the Manawatu region.

Instruments should be returned to Saturday Music (PN) at Palmerston North Intermediate Normal School on Saturday mornings during term time. Alternatively, you may telephone the Administrative Director on 027 8256927 to arrange their return.

Signature of hirer (must be 18 years of age or older):