



## INSTRUMENT & EQUIPMENT HIRE POLICY 2018

1. A hire agreement must be signed before items can be moved from school premises.
2. The hirer is responsible for the collection and return of all equipment, being aware of the size, shape and weight of the items to be moved.
3. The hirer agrees to pay the cost of replacement, as determined by the school, or repairs, should the instrument be lost or damaged while on loan. For insurance purposes, the instrument IS covered by the Department's insurance whilst it is on Departmental property (eg; a school) or whilst it is being used for Departmental purposes (eg; a school concert at an external venue). The instrument IS NOT covered at other times (eg; in the hirer's house, in transit). It is advised that the hirer takes out insurance to cover the instrument whilst it is in their possession.
4. MAINTENANCE of the instrument whilst on loan is the responsibility of the hirer.
5. For basic hygiene purposes, all BRASS and WOODWIND instruments MUST be cleaned and serviced, and any necessary repairs made, prior to return to the school. A copy of the service docket is required to be returned with the instrument. If a docket is not enclosed, the instrument will be forwarded for service and repair if necessary. In such cases the hirer will be forwarded an account for the service/repair plus an administration fee.
6. Students hiring school instruments or equipment must belong to a school ensemble. If the school does not offer an appropriate ensemble for that particular instrument, the student must be a member of an approved external music ensemble.

### **Communication:**

- All instrument hire communication to be directed to Mr O'Donnell on [neil.odonnell1@det.nsw.edu.au](mailto:neil.odonnell1@det.nsw.edu.au) or 9560 2799

### **Instrument & Equipment Hire Fees:**

#### **Fee options are as follows:**

- **Hiring a school instrument plus music ensemble fee:** \$320 per year to be *paid in full before Term 1, Friday, week 8*. Please note that school instruments are limited and are loaned on a first come, first serve basis.
- **Externally hired instrument plus music ensemble fee:** The instrument fee will be dependent upon the type of instrument and will be in addition to the band fee.

*Instruments are externally hired in the event of the school not owning the required instrument to hire, or if a school instrument is already loaned to another student. The school hires the instrument on behalf of the student and the student pays the hire fee to the school. The cost of hire will vary depending upon the type of instrument and from where it is hired. The music faculty will strive to find the cheapest hire option available for the required instrument and to locate the desired instrument or equipment, but cannot guarantee certainty of the availability.*

- **Instrument/Equipment Hire Fee only – (member of an external music ensemble):**  
\$50 per term or \$200 for the year to be *paid in full before Term 1, Friday, week 8*.



Dulwich High School  
of Visual Arts & Design



- The student/guardian will pay all fees and on time. Fees are due on Friday, week 8 of term 1. All fees are non-refundable.
- Fees are to be paid at the front office. The music teachers will not accept fee money.
- Students hiring a school instrument must adhere to all components of the **Instrument and Equipment Hire Policy** section. Failure to do so will result in the instrument being immediately returned to the school and band fees will not be refunded.

**Please complete, sign and detach the *Instrument & Equipment Hire Contract* and return to Mr O'Donnell as soon as possible.**

**It is recommended that the student/guardian keep the *Instrument & Equipment Hire Policy* section for their records.**



## INSTRUMENT & EQUIPMENT HIRE CONTRACT 2018

I, (name) \_\_\_\_\_ of class \_\_\_\_\_ have read the *Instrument and Equipment Hire Policy* fully, understand all of its contents and agree to fulfil all of the requirements as stated in the *Instrument and Equipment Hire Policy*.

- Instrument: \_\_\_\_\_
- Serial number and model: \_\_\_\_\_
- Period of loan: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ inclusive.
- Tutor's name and phone number: \_\_\_\_\_

**Fee option (please tick one):**

- Hiring a school instrument plus music ensemble fee:** \$320 per year to be *paid in full before Term 1, Friday, week 8.*
- Externally hired instrument plus music ensemble fee (to be completed by music teachers):**  
\$\_\_\_\_\_ per year to be *paid in full before Term 1, Friday, week 8.*
- Instrument/Equipment Hire Fee only – (member of an external music ensemble):**  
\$50 per term or \$200 for the year to be *paid in full before term 1, Friday, week 8.*

Parent/guardian name: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

\_\_\_\_\_  
Parent/guardian

\_\_\_\_\_  
Neil O'Donnell  
Band Director  
Music Ensembles Coordinator

**Office Use Only**

	Full Year	Term 1	Term 2	Term 3	Term 4
<b>PAID</b>					