

# 2016 INSTRUMENT HIRE – External Students



When available, NECOM hires quality string, woodwind and brass instruments at very reasonable cost-recovery rates to families and students of Music Educator Members or the general public.

## Bond and Hire fees for External students

**BOND** To be paid up-front and refunded after the instrument is returned in good condition.

\$200.00 Bond for small instruments – fractional violins

\$250.00 Bond for larger instruments – cellos, brass, woodwinds

## HIRE FEES/TERM

\$150.00 Hire fee for small instruments - fractional violins ( $\frac{1}{8}$ ,  $\frac{1}{4}$ ,  $\frac{1}{2}$ ,  $\frac{3}{4}$ )

\$200.00 Hire fee each larger instruments – cellos, brass, woodwinds

## Terms and Conditions for hiring a NECOM instrument

- An up-front bond of \$200 or \$250 will be refunded on the return of the instrument in good condition.
- Insurance must be organised by the hirer (see below).
- The hirer will pay an up-front bond before taking possession of the instrument.
- The hirer will pay a hire fee each term –an invoice will be sent at the end of each term. The hire fee will be subject to GST.
- The hirer is fully responsible for the care of the instrument (check list below)
- Replacement strings, reeds and other consumable items are to be paid for by the hirer.
- The cost of repairs to the instrument or case as a result of an accident, forgetfulness or other factors while the instrument is in the care of the hirer will be paid by the hirer.
- NECOM must be notified immediately if the instrument is damaged and it must be returned to the NECOM office for repairs with its preferred repairers.
- In case of loss or severe damage to the instrument, the purchase of a replacement instrument and/or case will be at the expense of the hirer.
- Reasonable wear and tear may be expected from some instruments and will be paid by NECOM.

## Insurance and care of instruments

1. Hirers must organise insurance of the instrument for all risks and damages (can usually be included as an item on household insurance policy). Where the instrument is above a certain amount, specialist insurance companies will need to be approached.
2. An instrument must **not** be left unattended and in places where it can be damaged – eg left on the floor, driveway, hallways etc
3. An instrument must always be stored in the case safely in its correct position.
4. An instrument must not be left in places subject to variable hot or cold temperatures eg vehicles, near household heaters and heater vents, air conditioners and in direct sunlight.
5. Instruments should not be taken to classrooms or left on open racks around the school. Instruments should be securely locked inside a student's locker or put into the secure instrument cupboards.

# NEW ENGLAND CONSERVATORIUM OF MUSIC

## 2016 Instrument Hire Form – External Student

### STEP 1: Student Details

Student Surname \_\_\_\_\_ Given Name(s) \_\_\_\_\_

School \_\_\_\_\_ Instrumental Teacher \_\_\_\_\_

### STEP 2: Address Details for account

Parent/Guardian \_\_\_\_\_

Address \_\_\_\_\_ P/code \_\_\_\_\_

Tel (BH) \_\_\_\_\_ Tel (AH) \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

### STEP 3: Acknowledgement and Payment

- I have read and agree to uphold the 'Terms & Conditions for Hiring a NECOM instrument'.
- I will insure the instrument/case and accept full responsibility for the proper care of the instrument.
- I will take all care of the instrument to avoid theft and damage. In case of loss or damage to the instrument and/or case, the replacement cost will be at my expense.

I enclose the following payment of \$ \_\_\_\_\_ (Bond \$ \_\_\_\_\_ + 1<sup>st</sup> Term Hire Fee \$ \_\_\_\_\_) by:

- Mail: Cheque or money order made out to 'NECOM Ltd' with full student name written on the back for reference to NECOM, PO Box 1313, Armidale NSW 2350
- Direct Transfer: BSB 932000 & A/C 694170 (full student name as reference)
- Cash: In person at Office only - NECOM Office (see address overleaf)
- \*Telephone (02) 6788 2135
- Credit Card       Visa      OR       MasterCard

Cardholder Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

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### [Office use only]

Instrument \_\_\_\_\_ Size \_\_\_\_\_ NECOM Instrument No: \_\_\_\_\_

Condition (list any marks/issues)/Accessories: \_\_\_\_\_

### Hire Out

Hired out on \_\_\_\_\_ (date)      Signature Parent: \_\_\_\_\_

### Returned

Returned on \_\_\_\_\_ (date)      Signature Parent: \_\_\_\_\_

Return Condition: \_\_\_\_\_

Signature NECOM \_\_\_\_\_ Bond Refund \$ \_\_\_\_\_

Bond Invoice Ref#: \_\_\_\_\_