



TRINITY COLLEGE

## Trinity College Music Department

### Instrument Hire Contract

Instrument requested \_\_\_\_\_

I / we wish to apply to hire a school instrument. I / we understand and agree that the conditions set out below will apply to the hiring of the instrument provided by Trinity College.

I / we will take all reasonable care to ensure the safety at all times, at and away from school.

**This form must be returned to the Music Office before an instrument can be issued.**

Student's Name in full \_\_\_\_\_  
(Given Name) (Surname)

School \_\_\_\_\_ Year Level \_\_\_\_\_

Parent's / Guardian's Name \_\_\_\_\_  
(Please print)

Address \_\_\_\_\_

Telephone Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

Start Date of Hire \_\_\_\_\_

## Conditions of Hire of School Instrument

I / we accept full responsibility for the proper care of the instrument hired from Trinity College.

I / we will take all reasonable care of the instrument to avoid theft and damage. The instrument must not be left out but always locked away in its case and out of sight when not in use. The instrument must not be left in places subject to heat such as in vehicles, near household heaters & heater vents, and direct sunlight.

In case of loss or severe damage to the instrument I understand that the purchase of a replacement instrument will be at the expense of the hirer. Alternatively, I / we accept to pay the required excess should an insurance claim be necessary. The course of action to replace the Instrument will be determined only by the College.

I / we accept that the cost of repairs as a result of negligence will also be the responsibility of the hirer. Any repairs must be approved by the College. However repairs that occur as a result of fair wear and tear will be expected. Replacement reeds, replacement strings and other consumable items will be the responsibility of the hirer.

I / we understand that if Instrument Hire is no longer required, the Instrument will be returned promptly to the Music Department or College Office. The form included below must be witnessed and signed by College Office staff to avoid additional charges.

This agreement and hire charges will cease once the instrument is returned to the Music Department and the attached 'Instrument Return form' signed.

The fee for Hire of School Instrument will be billed to your College Fee Account. Please refer to the Private Instrumental Music Lessons form for rates.

*I have read the conditions of this form and agree with them.*

SIGNED PARENT/GUARDIAN \_\_\_\_\_  
(Parent/guardian signature)

DATE \_\_\_\_\_

Please return to: Music Office  
Attention: Toni Oliver  
PO Box 131 Gawler SA 5118  
PH# 85 220 637  
Or email – [oliverto@trinity.sa.edu.au](mailto:oliverto@trinity.sa.edu.au)

### Office use only

Instrument \_\_\_\_\_  
Serial number \_\_\_\_\_  
Date of Issue \_\_\_\_\_

# Instrument return form

Please include this form when returning the Hired Instrument to the  
MUSIC, or COLLEGE OFFICE, Trinity College Gawler.

The Hire charges will cease only when the instrument is returned to the Music or College Office.

It may be a good idea to keep this form in the Instrument case, so when the instrument is returned, the form is readily available.

I..... am returning a College Hired Instrument in good order.  
(insert name)

Instrument Name .....

Serial # (shown on case tag and engraved on instrument) .....

Parent / Student Name .....

Signature .....

Date .....

Witnessing College Office Staff Name (print) .....

Signature .....

Date .....