

Equipment Loan Form

Student Details

Student Name	Parent/Guardian	
Teacher	Mobile	
Address	City	Postcode
Email		

Instrument Details

Instrument	Specifics	
Date Borrowed	Return Date	
Hire per term	Yearly Admin fee	\$15.00

Regulations

- This loan agreement expires on the return date as listed
- The borrower will check all equipment in the presence of Murray Con Staff at the time of receiving the equipment.
- Once signed for, all equipment is under the care of the borrower until returned, even if such equipment is in the care of a third party
- Equipment *must* be returned to the admin office during office hours. Any equipment returned to music tutor may incur additional hire fees dependent on date returned to office.
- Any cost incurred due to negligence or theft* of equipment during the loan period is the responsibility of the borrower.
- The borrower will notify the Murray Con office as soon as possible regarding any faults or damage to a hired item.
- Any damaged or faulty item must be returned, and a replacement will be organised - repeated returns* where no fault is identified will incur additional admin fees .
- The borrower is responsible for the safety and general upkeep of the equipment borrowed including the replacement of strings, reeds and other consumable such as rosin and cleaning fluids

- The loan rights of the borrower may be suspended or forfeited if they are found to be negligent with equipment or if the borrower does not adhere to the conditions of the loan.
- If equipment is not returned, lessons will be suspended, and appropriate action will be taken to retrieve the property.
- The equipment hire and admin fees must be paid before the equipment can be removed from the premises

What do the fees cover?

The hire fee includes:

use of the equipment

priority returns* - if item is damaged or faulty it will be exchanged as quickly as possible at no cost to you

Protection against:

fire damage

theft* (forced entry only) - this does not include vehicles or non-permanent dwellings

accidental damage - it does not cover negligence eg. leaving your instrument at the bus stop

The admin fee includes:

Organisation of your equipment and hire

Coordination of equipment issues, returns and replacements

Agreement

I acknowledge receipt of the above item in the condition described and agree to abide by the regulations of Murray Conservatorium.

Signed

Date

/ /

Office Use Only

Instrument ordered

/ /

Received by student

/ /

Account invoiced

/ /

Account paid

/ /

Return date

/ /

Processed by
