



TURRAMURRA HIGH SCHOOL  
BAND SUPPORT GROUP

INSTRUMENT HIRE  
AGREEMENT  
2021

## HOW TO HIRE AN INSTRUMENT



# Turrumurra High School Band Support Group

## How to hire an instrument from the Turrumurra High School Band Program

1. Contact the Instrument Coordinator and indicate the type of instrument you wish to hire. The Instrument Coordinator will let you know if a suitable instrument is available.
2. If an instrument is available, the student will have an interview and/or audition with the Band Director. When all interview/auditions have been completed, the Band Director will advise you if you are able to hire an instrument.
3. If you have been successful in being allocated an instrument, you should contact the Instrument Coordinator who will advise you of where and when to collect your instrument with the necessary documentation.
4. Before being given your instrument, you will be required to read the Instrument Hire Policy (Appendix A) and to sign the Instrument Hire Agreement.

### What Will You Have To Pay?

1. A hire fee. (See Policy [Section 7](#))
2. End-of-year servicing. (See Policy [Section 4.3](#))
3. General running repairs, e.g. faulty springs, broken/lost ligature, etc. (See Policy [Section 4.8](#))
4. A security deposit (See Policy [Sections 7, 10](#))

### At the End of the Year

1. Notify the Instrument Coordinator if you wish to hire the same instrument for the following year. (See Policy [Section 10.1](#))
2. During the Dec/Jan school holidays, take the instrument and a Maintenance Certificate to a Band Program approved repairer for an end-of-year service or retain your receipt. (See Policy [Section 4.4](#))
3. During the first week of Term 1, submit the Maintenance Certificate or service receipt to the Instrument Coordinator as evidence of servicing. (See Policy [Section 4.5](#))

## HIRE AGREEMENT



# Turrumurra High School Instrument Hire Agreement 2021

Name: \_\_\_\_\_ Student No.: \_\_\_\_\_

Instrument: \_\_\_\_\_

Make: \_\_\_\_\_

Model: \_\_\_\_\_ Serial Number: \_\_\_\_\_

### Hire Fees:

Full rate: \$200 p.a.

Half Rate (2<sup>nd</sup> Instrument): \$100 p.a.

Percussion & Keyboard rate: \$100 p.a.

Security Deposit: \$250

### Parental Consent and Declaration of Responsibility

1. I agree to the hire conditions of the musical instrument described above, as set out in the **attached Instrument Hire Policy (Appendix A) and Appendices**, at the rate stated above.
2. I understand that I must take all necessary precautions to keep this band instrument in good condition and safe from damage or loss. I will accept responsibility should this instrument be lost, stolen or damaged at any time whilst it is in my care.
3. I will return this instrument to Turrumurra High School for checking as requested, as well as for each stock take as requested each year.
4. I will have this instrument serviced before the end of the year and provide proof of this service (in the form of receipt or Maintenance Certificate – Appendix B) to the Band Support Group or agree to forfeit my security deposit.

### Insurance:

We advise you to take out your own insurance to cover the instrument whilst off school property. This insurance may be obtained through your own insurance company or through the brokers for QBE Insurance Ltd. Marsh and McLennan Phone: 1800-882-317

***I have read the above and agree to the terms and conditions in the attached Instrument Hire Policy for hiring an instrument from the Turrumurra High School Band Program.***

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Parent/Guardian)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Student)

## APPENDIX A: INSTRUMENT HIRE POLICY

*For the purposes of this Instrument Policy:*

- 1.1. **Instrument:** refers to the instrument, its accessories and carrying case.
- 1.2. **Small Instrument:** refers to flutes, clarinets, alto saxophones and trumpets.
  
- 2.1. Students will be eligible to hire a school instrument if they are a member of the THS Band Program, and all band fees are up to date. Only the larger and more expensive instruments are normally provided by the school for hiring.
- 2.2. Students must be receiving regular private tuition from a tutor approved by the Band Director on the instrument they are hiring.
- 2.3. Students must maintain progress, to the Band Director's satisfaction, on the instrument they are hiring.
- 2.4. Students who play a Small Instrument are expected to provide their own instrument. Some Small Instruments may be available to hire, in accordance with this Policy, in case of emergency.
  
- 3.1. At the end of the year preceding entry to Turrumurra High School, incoming Year 7 students may apply to hire a school instrument. At the beginning of the school year, instruments may be allocated to Year 7 students, and other students new to the school who wish to join the Band Program, following an audition and interview with the Band Director.
- 3.2. Turrumurra High School students may make a request to hire a school instrument at any time during the school year, subject to the conditions outlined in Section 2.
- 3.3. Allocation of instruments is subject to the availability of instruments and is at the discretion of the Band Director and Instrument Coordinator. Instruments may be hired for a period of up to 12 months at a time.
- 3.4. Where there are more requests than available instruments, (e.g. three requests for one available Tuba) each prospective student will be interviewed, and possibly auditioned, by the Band Director in order to ascertain their suitability for that instrument. The Band Director's decision on the allocation of instruments will be final.
- 3.5. Most instruments will only be allocated to one student at a time, but if an instrument, for example the Baritone Saxophone, is deemed to be a "shared" instrument, then each hirer will be expected to pay the second instrument rate (half the normal rate) for maintenance and repair contributions. However, it is required that each user will provide a personal mouthpiece and reeds. Whilst using a shared instrument, the users will jointly be deemed to be the hirer for the purpose of repairs and damage.
  
- 4.1. Instruments will be issued in good condition and working order, and must be maintained and cared for in accordance with the agreed General Care of Instruments found in Appendix D.
- 4.2. Maintenance and repair of instruments is to be carried out by an instrument repairer

- approved by the Band Support Group. A list of approved repairers is available from the Instrument Coordinator, and found in Appendix C.
- 4.3. An end-of-year servicing and maintenance check shall be at the expense of the hirer. See also Section 5 (Loss and Damage).
  - 4.4. During the Dec/Jan school holidays, or before return of the instrument if hire for the following year is not requested, the hirer shall take the instrument to an approved instrument repairer for an end-of-year service and maintenance check.
    - 4.4.1. Upon completion of the service/repair, the repairer shall complete the appropriate sections of the Maintenance Certificate (supplied by the Instrument Coordinator, and found in Appendix B) and return it to the hirer with the instrument.
    - 4.4.2. A service receipt listing the work done is also acceptable.
    - 4.4.3. In the event that this service is not undertaken, or required maintenance has not been completed on the hired instrument, the security deposit of \$250 will be forfeited.
  - 4.5. The Maintenance Certificate or service receipt shall be submitted to the Instrument Coordinator during Week 1 of Term 1 as evidence of end-of-year servicing and for stock take purposes. The hirer shall relinquish the right to borrow the instrument if a current Maintenance Certificate is not presented during Week 1 of Term 1.
  - 4.6. In order to keep Instrument Records up-to-date, the Instrument Coordinator shall be notified of any repairs and general maintenance required on an instrument during the year.
  - 4.7. A Maintenance Certificate or receipt shall be forwarded to the Instrument Coordinator following any repair or general maintenance on an instrument.
  - 4.8. General maintenance and repair costs will be at the expense of the hirer.
  - 4.9. Repair costs over \$175 must be referred, in the first instance, to the Instrument Coordinator before proceeding with the repairs. The Band Support Group, depending on the cause of the damage or defect, may cover the whole or part cost of repairs exceeding \$150.
  - 4.10. In certain circumstances, the Instrument Coordinator may need to refer to the Band Support Group Committee for approval to proceed with, and fund, a major repair. The Committee may decide to:
    - 4.10.1. Defer repair and replace the damaged instrument.
    - 4.10.2. Defer repair and not replace the damaged instrument.
    - 4.10.3. Contribute towards the whole or part cost of repair
  - 4.11. Instruments not currently being hired out will be serviced and maintained at the expense of the Band Support Group.
  - 5.1. Any loss or damage must be reported to the Instrument Coordinator immediately.
  - 5.2. If the cost of replacement or repair of the instrument is not recoverable from insurance, the costs will be recoverable from the hirer. See also Section 6 (Insurance).
  - 5.3. Costs arising from damage or loss caused by negligence on the part of the hirer will be

recoverable from the hirer.

- 6.1. Instruments on loan to students or staff must be noted in the School's Loan Register in order to be covered by the school's insurance.
- 6.2. The hirer shall sign the Instrument Hire Agreement Form, and a copy will be retained in the school records.
- 6.3. The school's insurance will cover school-owned instruments whilst at school or away from school on an approved excursion or activity.
- 6.4. Hirers are expected to make a claim against their Householder's Insurance Policy, or privately organised insurance cover, for an instrument that is damaged, lost or stolen whilst away from the school or school activities.
- 6.5. The School must be notified immediately of any loss or damage that will result in a claim against their insurance. A claim must be made within six months of the loss, damage or theft.
- 6.6. The loss or theft of an instrument must be immediately reported to the Police. A Police Event number is required before making a claim against insurance.
- 6.7. There may be a minimum amount for a claim against loss or theft – depending on the circumstances the hirer may be held accountable for any shortfall to the Band Support Group.
- 6.8. Insurance does not cover acts of vandalism that occur within school hours.
- 7.1. Students hiring a school instrument will be required to pay hire fees and a security deposit in accordance with the Instrument Hire Agreement.
- 7.2. The Treasurer will use hire fees for the sole purpose of repairing and maintaining instruments and eventually replacing instruments that are beyond repair.
- 7.3. Hire fees will be collected either in full, in February, or in two equal instalments in February and July each year.
- 7.4. Students who choose to hire more than one school-owned instrument will be required to pay 50% of the hire fee on that second instrument.
- 7.5. Where a student, who already owns their instrument, is requested by the Band Director to play a different instrument, necessitating the hiring of a school instrument, they will be exempt from paying any (a) hire fee, (b) security deposit, and (c) service fees on that instrument. All other conditions will apply.
- 8.1. Students do not normally borrow percussion and keyboard instruments.
- 8.2. It is recognised that these instruments need to be maintained and repaired on a regular basis.
- 8.3. Students who play these instruments in the Band Program will be required to contribute towards their maintenance and repair.
- 8.4. The amount of contribution will be set at \$100 per annum.
- 9.1. At the end of each school year, the hirer may re-apply to hire that particular instrument for the following year. An Instrument Hire Agreement may only be renewed if the hirer can provide evidence that the instrument has been carefully maintained during the previous hire period and has been properly serviced at the end of the period. See Section

- 4.4 and Section 4.5 (Maintenance and Repair of Instruments).
- 9.2. An instrument hire agreement may only be renewed if the student can provide evidence of satisfactory progress on that instrument. See Section 2.3.
  - 10.1. At the termination of a hiring period and prior to its return to the school, the instrument shall be serviced at the hirer's expense and a Maintenance Certificate or service receipt forwarded, with the instrument, to the Instrument Coordinator. Once this has been satisfactorily completed the security deposit will be returned.
  - 10.2. Additionally, Year 12 students will be required to return their instruments to school immediately after their last band performance. Year 12 students should ensure that they allow sufficient time for the servicing process to take place before their last performance, (e.g. during the HSC examination period).
  - 11.1. The Instrument Coordinator reserves the right to recall instruments at any time for inspection.
  - 11.2. The condition of each instrument shall be reviewed at the beginning of each school year and at the termination of a hiring period. If the instrument is either (a) not returned, or (b) not returned in a satisfactory condition in accordance with Section 10, the security deposit will not be returned to the hirer.
  - 12.1. When a new instrument becomes available, it will be offered initially to the most senior player in the band (determined by the Band Director) who is currently hiring an instrument of that type.
  - 12.2. The remaining instruments of that sort will be reallocated, if necessary, amongst members at the discretion of the Band Director.
  - 13.1. The Instrument Coordinator shall keep an Instrument Register and a copy of the register shall be kept at school in the Music Department files
  - 13.2. The Instrument Register shall provide the following information for each instrument:
    - 13.2.1. Make and model of instrument
    - 13.2.2. Serial number of instrument
    - 13.2.3. Instrument case reference number
    - 13.2.4. Name, address, telephone number and student number of hirer
    - 13.2.5. Current and previous Maintenance Certificates
    - 13.2.6. A copy of the Instrument Hire Agreement signed by the hirer and a parent.



TURRAMURRA HIGH SCHOOL  
Maxwell St, Turrumurra 2074

## MAINTENANCE CERTIFICATE

FOR A SCHOOL MUSICAL INSTRUMENT

INSTRUMENT TYPE: \_\_\_\_\_ BRAND: \_\_\_\_\_

MODEL: \_\_\_\_\_ SERIAL NO: \_\_\_\_\_

REPAIR WORK DONE:

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This is to certify that I have checked this musical instrument and made any necessary repairs to bring it to a satisfactory playing order.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (or stamp) of Repairer:

Address:

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## TURRAMURRA HIGH SCHOOL

### BAND SUPPORT GROUP

# APPROVED REPAIRERS

(as at December 2010)

## Woodwinds

Tom Sparkes Instrument Repairs Pty Ltd

Unit 6/103 Hunter Street  
Hornsby 2077

Ph: 9477 7133  
Fax: 9477 6670

John Cran (Bassoons)

2 Maytone Ave  
Killara 2071

Ph: 9498 3619

## Brass

Mal Pearce

28 Leicester Street  
Epping 2121

Ph: 9869 2671

Kurt Jacob and Co.

Unit 7/2 Stoddart Road  
Prospect 2148

Ph: 9636 7111

Turrumurra Music

1267 Pacific Highway  
Turrumurra 2074

Ph: 9449 8487

## APPENDIX D: GENERAL CARE OF INSTRUMENTS

- ♪ Leave the instrument in a closed case when not in use. Periodically air the case.
- ♪ Do not leave the instruments on your bed, chairs, or the floor where they can be damaged.
- ♪ Do not carry other equipment in the music case, e.g. music books.
- ♪ Look after your instrument case so that it can protect your instrument properly, e.g. do not sit on it.
- ♪ Keep all parts of your instrument clean at all times. Make sure instruments are in working order before each rehearsal and performance e.g. valves oiled.
- ♪ Care must be taken with instruments when at a performance. Instruments are very expensive and easily stolen, and therefore ***must not be left unattended.***
- ♪ Put your name on your own instrument case