

Reservoir High School Instrumental Music Program Hire Agreement

At Reservoir High School, we acknowledge the need for students to have the necessary provisions to successfully participate in the Instrumental Music Program. The following instruments are available for hire:

- Keyboard
- Guitar
- Bass Guitar
- Clarinet
- Saxophone
- Violin
- Cello
- Drummers pack (1 x pair of sticks and practice pad)

Student Name: _____ **Year Level:** _____ **Student ID Code:** _____

Instrument for hire: _____

Hire Fees:

\$230 – hire cost for the entire year. \$100 will be held as a bond to cover any necessary repairs or replacement of the instrument. The other \$100 is a contribution to the further development of the Reservoir High School Music Department. There is also a \$30 non-refundable administration fee. The \$100 bond will be refunded by returning the instrument at either:

- The end of the school year
- Withdrawal from Instrumental Music lessons (an Instrumental Music Withdrawal form must be completed, signed and returned to the General Office)

Instruments may be held over the summer holiday break if your child is intending to continue with Instrumental Music lessons in the following year.

Parent / Guardian Name: _____

Parent / Guardian Signature: _____

Instrumental Hire forms must be returned to the General Office for processing. An invoice will then be issued. Please make payment in person at the General Office or via EFT.

Please see over for the Instrumental Music Hire Terms and Conditions.

Further enquiries may be directed to the Instrumental Music Coordinator, Daniel Luttick: daniel.luttick@education.vic.gov.au

Office Use Only:

Date of Hire Notice Received: / / Hire for the entire year: YES / NO

Total Hire Cost - \$230 Invoice Sent: YES / NO Payment Received: YES / NO

Reservoir High School Instrumental Music Program Terms and Conditions and expectations:

Instrumental Hire Terms and Conditions:

- Instruments are to be used for educational purposes at the school and at home. Not for private personal use.
- Students will be given basic instruction on the day-to-day care and maintenance of the instrument.

Student Expectations:

- Each student is responsible for the care and general maintenance of their instrument.
- Students should only bring their instrument to school on lesson and rehearsal days.
- When not in use, instruments must be kept safe in their case. At school, instruments are to remain in lockers or in the Music Department storeroom.
- Students are not permitted to remove any school identification or bar code on the instrument or case.
- Instruments are only to be played by the hiring student. Students are not permitted to share instruments.
- Instruments are to be kept clean and free from graffiti and stickers.
- Instrument cases are for storing instruments only and not for transporting any other items. Damage to the case will incur a replacement cost.
- Report any maintenance issue or damage to the General Office, Instrumental Music Coordinator or Instrumental Music Teacher. Students are not to undertake repairs themselves.
- Students are to return instruments to the General Office at the conclusion of the school year, or upon withdrawing from the Instrumental Music Program. If students intend to keep their instrument over the summer holiday, prior arrangements are to be made between the General Office and Instrumental Music Coordinator.

Parent / Guardian Expectations:

- Ensure students fulfill the responsibilities as outlined above.
- Supervise the use of instruments at home.
- Ensure that the instrument is returned to the school at the conclusion of the school year, or upon withdrawing from the Instrumental Music Program.
- Pay for any repairs or replacement of the instrument, including theft, loss, malicious damage, or misuse.

Loss, Theft, and Repairs:

In the event of malfunction or damage, the instrument must be returned to the school immediately for repair, or replacement.

- Accidental or malicious damage to the instrument will incur a repair or replacement fee. The cost will vary depending on the severity of the damage and the age of the instrument. An invoice will be issued once the instrument has been sent for repair or has been replaced. Payment must be made at the General Office within two weeks of the invoice being issued.

Instrument Returns:

- Instruments are to be returned to the General Office, or the Instrumental Music Coordinator.
- The \$100 bond will be refunded if the instrument is returned in good working order.
- If damaged, relevant repair or replacement costs will be charged via invoice.



By ticking this box, you agree to the Reservoir High School Instrumental Music Hire Program Terms and Conditions.