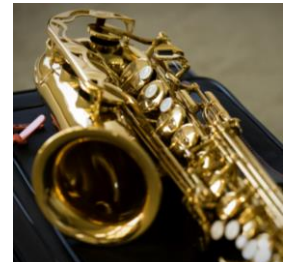


2016 INSTRUMENT HIRE – NECOM Internal Students



NECOM hires quality string, woodwind and brass instruments at very reasonable cost-recovery rates to families and students when the initial cost of buying an instrument is prohibitive.

Bond and Hire fees for NECOM enrolled students

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

\$150.00 Bond for small instruments – fractional violins

\$200.00 Bond for larger instruments – cellos, brass, woodwinds

HIRE FEES/TERM

\$50.00 Hire fee for small instruments - fractional violins ($\frac{1}{8}$, $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$)

\$70.00 Hire fee each larger instruments – cellos, brass, woodwinds

Terms and Conditions for hiring a NECOM instrument

- Insurance must be organised by the hirer (see below).
- An up-front bond of \$150 or \$200 will be refunded on the return of the instrument in good condition.
- The hirer will pay an up-front bond before taking possession of the instrument.
- The hirer will pay a hire fee each term – the ongoing hire fee will be included in the standard term invoice for program fees. 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.
1. An instrument must **not** be left unattended and in places where it can be damaged – eg left on the floor, driveway, hallways etc
2. An instrument must always be stored in the case safely in its correct position.
3. 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.
4. Instruments should not be taken to classrooms or left on open racks around the school. Instruments should be locked inside a student's locker or put into the secure instrument cupboards.

NEW ENGLAND CONSERVATORIUM OF MUSIC

2016 Instrument Hire Form – NECOM Internal 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 \$ _____ + 1st 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: _____/_____/_____

[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#: _____