



# SHORE

## Notice to Parents: Musical Instruments used in School Activities

Students taking part in School musical activities will be required to have musical instruments. In some cases these will be their own property; in other cases the School will provide an instrument on loan. Instruments on loan will be assigned to a student as his personal responsibility and he and his parents will be asked to acknowledge that responsibility on an appropriate form.

**Important Note: Pianos, guitars, drums and electronic instruments are not available for hire.**

### School owned instruments

School owned instruments are insured by the School against loss by fire, accidental loss or damage, burglary or theft while stored either under the control of the School Music Department, at the home of the borrower, or in transit, subject to a **\$10,000 excess** applying to each claim, which the School would expect parents to reimburse in the event of a claim.

The School's insurance brokers advise that the usual form of Homeowners Insurance Policy will indemnify against loss by fire or burglary by forcible entry when School owned instruments are in the possession of borrowers, and would carry a much lower excess than \$10,000. These policies however do not normally cover accidental loss or damage **in transit**.

It is suggested that parents confirm that their insurance covers both themselves and the School in all situations.

### Privately owned instruments

Where a student provides his own instrument, the School accepts no responsibility for the instrument at any time or in any circumstances. Parents are strongly advised to have the instrument fully insured against loss or theft, both at School and in transit. Prep students should leave their instruments either in their class locker or in the appropriate storeroom.

### Essential Precautions

- a. Name and phone number of owner / borrower to be clearly displayed on the outside of the case.
- b. Keep a record of the serial number and advise the Music Department of the number. (Don't confuse the category number with the serial number, which usually has six figures.
- c. Privately owned instruments only: engrave name and phone number on the instrument. The Music Department has an engraving tool for this purpose.
- d. Don't leave the instrument outside the Music Department; leave it with the Performing Arts Executive Assistant in the Senior School and at Reception in the Prep School if the Music Department is locked.

Dr T A Wright

HEADMASTER

Note: Please retain this document for the duration of rental.



## Musical Instruments – Loan and Indemnity

Student Name: \_\_\_\_\_ ID: \_\_\_\_\_ Year: \_\_\_\_\_

Shore Private Music Teacher's Name: \_\_\_\_\_

Instrument: \_\_\_\_\_ School Number: \_\_\_\_\_

Maker: \_\_\_\_\_ Serial No: \_\_\_\_\_

With accessories as indicated (please circle):

Case    Shoulder rest    Bow    Strings    Mute    Mouthpiece    Ligature

Other: \_\_\_\_\_

With defects: \_\_\_\_\_

When completing the Private Music Application form you accepted the conditions set out below:

- a) You agree to indemnify the School against loss or damage of the instrument
- b) The School agrees to hire at a GST exclusive rate of \$125 per semester. This will be charged to the student's fee account.
- c) The borrower undertakes to maintain the instrument according to the instructions given to him; to afford it due care and protection at all times; to provide as necessary at his own expense: valve oil, felts, resin, strings, bow hair and other such accessories; to produce the instrument and accessories at School whenever required to do so. The borrower also undertakes to cover the cost of minor repairs and/or repairs made necessary as a result of the hirer's use.
- d) The borrower understands that the instrument is hired on the condition that the instrument will be used in School musical activities.
- e) The student and parents/guardian understand that the instrument is their responsibility and should display the student name and telephone number on the outside of the instrument case in a form which can be removed when the instrument is returned (e.g. a key tag).
- f) The student and parent/guardian acknowledges receipt of the above instrument in good working order subject to the defects listed above, and agrees to indemnify the School against loss or theft or damage to the instrument and accessories, wheresoever occurring and until the loan is properly terminated. Note: the loan will not be deemed to be properly terminated until the instrument is returned personally to the Music Tutor or Private Music Lesson Coordinator, ensuring that the section below is signed, and the Hire Fee accordingly terminated.

This instrument is valued at \$ \_\_\_\_\_

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

Private Music Tutor: \_\_\_\_\_

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

Co-ordinator of Private Music Lessons: \_\_\_\_\_

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

### Returned in good working order and condition:

New Defects: \_\_\_\_\_

Music Tutor: \_\_\_\_\_

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

Co-ordinator of Private Music Lessons: \_\_\_\_\_

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

