



Instrument Hire Terms and Conditions (Last Updated October 2023).

These terms and conditions apply to all existing and new instrument hire.

The School has some instruments available for hire. These are allocated after school priorities are met. Pianos, guitars and electronic instruments are NOT available for hire.

Instrument Hire Fees are \$100 per term, to be billed by the school on Parent's Fee Accounts (GST is not applicable). Please do not pay instrument hire fee to the Private Music Tutor.

1. Instrument Hire

The instrument(s) and accessories shown on the Instrument Hire Form (together the "Hired Instrument") are the property of SHORE School (the "School"). The Hired Instrument may only be used by the student whose name appears on the instrument Check-out Form. The Hired Instrument is acknowledged to be in first class working order when received by the student, except for any marks or damage reported to the School and noted on the Instrument Hire Form at the time of signing.

2. Fees

Instrument hire fees for 2024 are \$100 per term. Fees are reviewed periodically and are subject to change. Fees are charged in arrears for each term to the student's school account. Fees are not refundable.

3. Hire Period

The instrument hire is for an initial period of two terms only. Renewal beyond the two terms is at the discretion of the School, conditional upon the student attending regular private instrumental music lessons through the School and participating in one or more of the School's music ensembles, and upon compliance with the Instrument Hire Terms and Conditions. Except as noted below, instrument hire is for a maximum period of one year and after this period the student is expected to supply their own instrument. Where the student is attending lessons for an expensive specialist instrument (such as baritone saxophone or bassoon) instrument hire may be extended beyond one year, subject to instrument availability. String instruments may be swapped during the hire period for an equivalent instrument of a different size, subject to instrument availability.

4. Responsibility for Hired Instrument

The student is responsible for the Hired Instrument and must take good care of the instrument at all times. The Hired Instrument must be maintained in good working order and returned to the School in the same condition as when it was hired. Any loss or theft of, or damage to, the Hired Instrument must be reported to the Music Department within 48 hours. Parents or students must not attempt to repair any damage to the Hired Instrument themselves. The student is responsible to provide as necessary at his/her own expense: valve oil, felts, resin, strings, bow hair and other such accessories.

5. Repairs, Damage and Loss

The School is not liable for any loss or theft of, or damage to, the Hired Instrument during the hire period, whether that loss, theft or damage occurs on the School's property or elsewhere (except when returned to the School for inspection at the end of Term 2 and Term 4). Parents must reimburse the School for the cost of any repairs deemed necessary as a result of damage to the Hired Instrument, or full replacement cost of the Hired Instrument if the Hired Instrument is lost or stolen, or damaged beyond repair (whether that loss, theft or damage occurs on the School's property or elsewhere). The School does not maintain insurance coverage for the Hired Instrument. Parents are encouraged to consider appropriate insurance for the Hired Instrument.



6. Storage

The Hired Instrument must be clearly labelled, displaying the student's name and a contact phone number, in a manner that will not damage or permanently mark the Hired Instrument. The Hired Instrument is expected to be taken home by the student when not required at School.

7. Termination

The instrument hire may be terminated at any time by verbal or written notice and the Hired Instrument must be returned to the School immediately. In the Senior school instruments must be returned to the Performing Arts assistant. In the Prep at North Sydney and Northbridge instruments must be returned to one of the administrative assistants in the office. If the instrument hire is terminated before the end of the term, the instrument hire fee for the full term will be charged and no refunds will be given.

8. School Holidays

The Hired Instrument must be returned to the School for an inspection and maintenance if required at the end of each semester.

9. Contact

For any queries, please email privatemusiclessons@shore.nsw.edu.au or call +61 2 9900 4728

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 her/his personal responsibility and s/he and her/his parents, having signed up for private music lessons and/or instrument hire, will take full responsibility for the hired instrument.

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 more than 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/her 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. Instruments should not be left in Senior School locker rooms but stored in their instrument lockers located in the Music Department. Prep students should leave their instruments either in their class locker or in an appropriate storeroom.

Essential Precautions

1. Name and phone number of owner/borrower to be clearly displayed on the outside of the case.
2. Keep a record of the serial number. (Do not confuse the category number with the serial number, which usually has six figures).
3. Privately owned instruments only: consider engraving name and phone number on the instrument.
4. Do not leave the instrument in locker rooms or outside the Music Department; leave with sergeant Major if the Music Department is locked. In the Prep leave the instrument with the relevant Administrator.

