



**Instrumental Music Service – North office**  
 Hay Street  
 Klemzig SA 5087  
 Tel : 8261 8988  
 Fax : 8261 7966  
 Email : Nora.Thomas733@schools.sa.edu.au

**Instrumental Music Service**

**REQUEST TO HIRE INSTRUMENT**

Please complete, sign, and fax this form to **8261 7966**

School Name :	
Hub Name (if applicable) :	
Name of Contact Person at school :	
Student Family Name :	
Student Given Name :	
Student's Year Level ( in year of hire ) :	
Instrument :	
Accessories :	

Hire is subject to instrument availability.

If we are able to offer the requested instrument/accessories for hire, it/they will be available for use by the named student only and **SUBJECT TO THESE CONDITIONS** :

- an agreed hire period;
- a **NON-REFUNDABLE** GST inclusive fee for each year or term;
- the instrument/accessories must be covered by your school insurance while on school premises;
- the parent/caregiver must arrange adequate insurance cover if the instrument is to be taken off school premises;
- the instrument must be returned to the *IMS* promptly at the end of the agreed hire period;
- your school is responsible for the instrument until its return to the *IMS* is acknowledged by the *IMS* Manager or a delegate; and
- your school must pay the cost of repairing any damage to the instrument and/or accessories (excluding normal wear and tear) ... it is your school's responsibility to recover this cost from the parent/caregiver.

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 Principal or delegate signature

...../...../...2013

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 Parent or caregiver signature

...../...../...2013