

Instrument Hire Application & Agreement Form

Applicant Details:

Student Full Name: _____

Parent/Guardian Full Name (if under 18): _____

Address: _____

Phone Number: _____

Email Address: _____

School (if applicable): _____

Instrument Request:

I/we wish to hire the following instrument from South West Music:

Instrument(s) Requested: _____

Any preferences/requests: _____

Length of Hire: _____

Terms & Conditions of Hire:

1. A \$50 bond is payable at the commencement of hire. The bond will be refunded upon return of the instrument in satisfactory condition, as determined by SWML staff.
2. Instrument hire fees are charged in accordance with the South West Music Fees Schedule and are charged in advance

3. The hirer (or parent/guardian) is responsible for the care and proper use of the instrument during the hire period. Any damage, loss, or necessary repairs (beyond reasonable wear and tear) may incur additional charges.
4. Instruments must be returned at the end of the hire period or upon request by SWML.
5. The instrument remains the property of South West Music Limited at all times.
6. The instrument must not be loaned, transferred, or sub-hired to any other individual.

Declaration:

I, the undersigned, have read and agree to the Terms & Conditions of the Instrument Hire and confirm that the information provided is true and correct.

Name: _____ Signature: _____

Date: ____/____/____

OFFICE USE ONLY

Instrument Allocation:

Completed by Music Teacher

Instrument Type: _____

Brand/Model _____

Serial Number: _____

Colour (if applicable): _____

Condition at Hire (scratches, dents, etc.): _____

- ☐ Photos taken

Condition report completed by: _____ Date: ____/____/____

Completed by Admin:

Date hire entered into Music Monitor: ____/____/____

Bond & Hire fee invoiced: ____/____/____

Bond paid: ____/____/____ Hire fee paid: ____/____/____

Date instrument issued: ____/____/____

Instrument Return:

Completed by Music Teacher

Date Return: ____/____/____

Condition Noted:

- ☐ Good Condition
- ☐ Minor Wear
- ☐ Damage Noted (enter details) _____

- ☐ Photos taken

Assessed by: _____ Date: ____/____/____

Completed by Admin:

Return of hire entered into Music Monitor: ____/____/____

Bond returned:

- ☐ Yes – date: ____/____/____
- ☐ No – Reason: _____