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502 Dean Street  
Albury NSW 2640  
ABN 85 608 990 931

## Equipment Loan Form

### Student Details

Student Name

Parent/Guardian

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Teacher

Mobile

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Address

City

Postcode

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Email

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### Instrument Details

Instrument

Specifics

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Date Borrowed

Return Date

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Hire per term

Yearly Admin fee \$15.00

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### Regulations

- This loan agreement expires on the return date as listed
- The borrower will check all equipment in the presence of Murray Con Staff at the time of receiving the equipment.
- Once signed for, all equipment is under the care of the borrower until returned, even if such equipment is in the care of a third party
- Any cost incurred due to negligence or theft\* of equipment during the loan period is the responsibility of the borrower.
- The borrower will notify the Murray Con office as soon as possible regarding any faults or damage to a hired item.
- Any damaged or faulty item must be returned, and a replacement will be organised - repeated returns\* where no fault is identified will incur additional admin fees .
- The borrower is responsible for the safety and general upkeep of the equipment borrowed including the replacement of strings, reeds and other consumable such as rosin and cleaning fluids
- The loan rights of the borrower may be suspended or forfeited if they are found to be negligent with equipment or if the borrower does not adhere to the conditions of the loan.

- If equipment is not returned, lessons will be suspended, and appropriate action will be taken to retrieve the property.
- The equipment hire and admin fees must be paid before the equipment can be removed from the premises

## What do the fees cover?

**The hire fee includes:**

use of the equipment  
 priority returns\* - if item is damaged or faulty it will be exchanged as quickly as possible at no cost to you

**Protection against:**

fire damage  
 theft\* (forced entry only) - this does not include vehicles or non-permanent dwellings  
 accidental damage - it does not cover negligence eg. leaving your instrument at the bus stop

**The admin fee includes:**

Organisation of your equipment and hire  
 Coordination of equipment issues, returns and replacements

## Agreement

**I acknowledge receipt of the above item in the condition described and agree to abide by the regulations of Murray Conservatorium.**

Signed \_\_\_\_\_ Date \_\_\_\_\_ /    /

## Office Use Only

Instrument ordered	/	/	Received by student	/	/
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Account invoiced	/	/	Account paid	/	/
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Return date	/	/	Processed by
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