



Instrument Hire Indemnity Form

All instruments are owned by the Lindfield Public School P&C Strings Committee. Please sign and return this form to strings@lpspanc.org.au or place in the strings box in the Admin block. No instrument will be handed out without the signed form.

Insurance cover is not provided by either the Department of School Education or the P&C. The family hiring the instrument is responsible for the cost of replacing the instrument if it is lost, broken, or for making good any damage above and beyond normal wear and tear. Our costs are kept lower than other schools or instrument shops due to not having insurance. You are responsible for making your own insurance arrangements for your hired instrument(s). Your own home contents insurance policy may cover your hired instrument. Please check the terms of your insurance (PDS) to confirm if it will cover your hired instrument and meet your requirements.

If an instrument is lost, damaged, unable to be repaired and deemed a “write-off”, the signatory of this form is expected to pay for the replacement of the instrument with one of equivalent value, being the “Replacement Cost” as set out in your Instrument Hire Indemnity Form. For clarity, the damaged or written off instrument (including the bow) remains the property of the Strings Committee and must also be returned to the Strings Committee. Please note that cellos will cost around \$1200 - \$1500 to replace and violins will cost around \$500 to replace.

Therefore, a school-owned instrument can only be hired and issued to a child on the condition that the parents, or guardians of that child sign the Indemnity Form accepting these responsibilities. A new form must be completed and signed at the beginning of each year that an instrument is hired. These forms **must be signed and returned on or before collection of the instrument**, or renewal of the hire each year. If your child moves up a size, you will need to complete a new form with the

correct instrument identification.

Hiring costs are charged each semester and the children are generally allowed to keep the instrument over the holidays.

IMPORTANT NOTE ABOUT REPAIRS:

Any queries regarding repairs to your instrument must be approved by the Instrument Manager BEFORE any repairs are undertaken. Please do not take the instrument to The Violinery as they are not authorised to do any repairs without prior instructions from the Instrument Manager. In 2017 the Instrument Manager is Verena Conti and you can contact her through the strings email account: strings@lpspandc.org.au We keep a detailed record of maintenance, so things such as new strings, will need to go through the Instrument Manager. If the instrument is **due** for new strings, as determined by the Instrument Manager, the Strings Committee will cover the cost. Each instrument is inspected carefully before being hired out and it is expected to be returned in the same state it was loaned.

COMMON BREAKAGES TO AVOID:

1. The tips of the bows are very fragile and it is tempting for children to want to use them as swords – please don't! Once the tip falls out, the hair is likely to also come out, deeming the bow useless. For these bows it costs around the same amount to re-hair as to buy. Should this happen to you, you will be expected to purchase a new bow and surrender the old one.
2. At the end of every practice session, the bow must be loosened but only so that the hair is just relaxed. Loosening it to the point of it coming out will result in repairs. When tightening your bow, it only needs to be able to fit your pinky finger through at the middle of the bow.
3. Bridges break! The bridge on a violin and cello is quite fragile. When violinists go to put their shoulder rest on, they often place the violin upside down on the ground. This means all the weight is going onto the bridge and weakens it. Over time, they do snap. To replace a bridge is quite costly. The bridge itself is cheap, but they need to be shaped to fit the body of the instrument (unique to each instrument), glued down, then shaved to size, so the labour costs are expensive.
4. Strings – Please do not allow your child to tune their instrument. The pegs are only to be used by the tutor. The fine tuners at the bottom of the instrument are ok to use, but if your instrument is really badly out of tune, you need to email the convenors to organise a retune. Strings should last for around 18 months before needing to be changed. The committee will cover costs if this is the case, but breakages prior to this are the cost of the hirer.
5. Spikes on cellos – they are designed to come out to suit the height of the child. This is done ONCE THE CHILD IS SEATED. Children often feel the need to use this as a walking stick when they walk around with their cello. This can lead to the spike going all the way up into the body and needing to go in for repairs – they do not come back out easily!
6. The rosin you have been provided with is most affective when it has a crack in it. Rosin is used to create a static state with the hairs on the bow. It helps

the hairs grip the string and without it, the instrument will not make enough sound and the bow will slip all over the place. It is recommended to use rosin at every practice. Think of it like toothpaste for your toothbrush.

7. Please be mindful that these instruments are very sensitive to temperature changes and particularly in the summer months should not be left outside in the sun or even a parked car. If your child takes the instrument to school on the day of their lesson, ensemble or performance please arrange for a place where the instrument can be kept out of the sun and protected from other bags and heavy items placed on it.
8. The school does not provide a room for the instruments to be stored, so you will need to discuss with your teacher a suitable place to keep it during the day. Do not leave it outside the classroom.

Sarah Turner and Marianne Kopeinig
Strings Convenors
strings@lpspandc.org.au



Instrument Hire Indemnity Form for Hiring of Instruments from Lindfield Public School

I, _____ (name)
 of _____
 (address)
 and contact number _____ (phone)
 in consideration of the loan by Lindfield Public School of the following:

(to be completed by the Instrument Manager)

| Instrument/part | Size & Serial No. |
|--|------------------------------|
| Violin/Cello | |
| Bow | |
| Shoulder rest | |
| Case | |
| Replacement cost due to loss, damage, or irreparable. | |

to my child: _____ for 2017

hereby acknowledge responsibility for the proper care of the instrument while on loan to my child, and I agree to repair the instrument if it is damaged other than by fair wear and tear, and to replace the instrument with one of equivalent value if it is lost or unable to be repaired.

I have read the Instrument Care Fact Sheet and I am aware that if lost or damaged, I am required to pay for the replacement of the instrument with one of equivalent value.

Signature _____ **Date** _____