

# Peterborough New Horizons Bands (PNHB)

## Property and Rental Policy Appendix 1

### Instrument/Equipment Rental/Loan Agreement

#### Identification of Renter/Borrower

Name: (first name) \_\_\_\_\_ (last name) \_\_\_\_\_

PNHB Band member? Yes\_\_ no\_\_

PNHB Band /Ensemble where equipment/instrument will be used \_\_\_\_\_

Non PNHB Band/Ensemble where equipment/instrument will be used \_\_\_\_\_

Phone # \_\_\_\_\_ Email: \_\_\_\_\_

Address # \_\_\_\_\_ Street \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

#### Instrument/Equipment Identification

PNHB Asset Id # \_\_\_\_\_ Serial # \_\_\_\_\_

Manufacturer \_\_\_\_\_ Model \_\_\_\_\_

#### Equipment/Instrument Condition

Dents/ scratches \_\_\_\_\_

Corks, Pads, Valves \_\_\_\_\_

Other \_\_\_\_\_

Case \_\_\_\_\_

Accessories \_\_\_\_\_

#### Payment Schedule

Payment Option: (choose one) full term \_\_\_\_ monthly \_\_\_\_\_

Term rate \$ \_\_\_\_\_ Monthly Rental Rate \$ \_\_\_\_\_/mo.

(Note: Payments due first business day of the month following receipt of the instrument and, if paying monthly, first business day of each month thereafter for the previous months rental).

Rental/Loan Period

Beginning (day/month/year) \_\_\_\_\_ Ending (day /month/year) \_\_\_\_\_

**(Note: The renter/borrower is responsible to return the equipment/instrument to the Property Manager within 7 days of end of rental period to avoid additional rental charges)**

**Insurance Coverage:**

Insurance (replacement value) provided by PNHB \_\_\_\_\_ or Insurance (replacement value) provided by renter/borrower \_\_\_\_\_.

(Note: If insurance provided by borrower/renter confirmation of insurance required prior to receiving the instrument)

**Rental/Loan Terms and Conditions**

It is the intention of PNHB to provide instruments/equipment in clean, good working order. If the equipment/instrument is not in good working order, the renter/borrower will notify the Property Manager immediately, and arrangements made for return of the equipment/instrument. Repairs must not be performed on the equipment/instruments without written authorization from the Property Manager.

It is the responsibility of the renter/borrower to return the equipment/instrument and any accessories to the Property Manager at the end of the Rental/Loan period in the same condition in which received. Regular instrument cleaning and lubrication is the responsibility of the renter/borrower.

If the equipment/instrument is lost or stolen, the renter/borrower is responsible for paying the deductible if the insurance was provided by PNHB. If the renter/borrower provided the insurance, the renter/borrower is responsible for paying PNHB the replacement cost of the instrument.

PNHB is responsible for the maintenance costs associated with normal wear and tear. The renter/borrower is responsible for paying the cost of repairs beyond normal wear and tear.

The renter/borrower is responsible for paying all fees owing promptly in accordance with the above payment schedule. Failure to pay fees on time may result in additional charges and recalling of the equipment/instrument by the Property Manager.

This agreement (and all associated responsibilities and fees) remains in force until the renter/borrower returns the equipment/instrument directly to the Property Manager and the Property Manager provides written acknowledgement of the return of the equipment/instrument in acceptable condition. **(Note: equipment/instruments are not to be left anywhere for the Property Manger to pick up or given to anyone else for delivery to the Property Manager unless authorised in writing to do so by the Property Manager.)**

All outstanding and ongoing rental or repair fees remain the responsibility of the renter/borrower (regardless of the return of the equipment/instrument and termination of the agreement) until the fees owing are paid in full.

The borrower/renter will notify the Property Manager in writing, as soon as possible, of any change in their contact information.

**(To be signed if insurance is not being provided by PNHB.)**

**I hereby certify that I have adequate insurance in effect to cover the repair and/or replacement cost of the equipment/instrument in case of damage, theft, or loss.**

Signatures of Renter/Borrower: \_\_\_\_\_ Date \_\_\_\_\_

**I hereby acknowledge that I have read this agreement and I accept responsibility for fulfilling the terms and conditions of this agreement.**

Signatures of Renter/Borrower: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Property Manager: \_\_\_\_\_ Date \_\_\_\_\_