



Extra Curricular Creative Arts Program
Continuing Education Division
440 Albert Street, Room E121
Ottawa, Ontario
K1R 5B5

MUSICAL INSTRUMENT RENTAL AGREEMENT
EXTRA CURRICULAR CREATIVE ARTS PROGRAM
CONTINUING EDUCATION

Parent Name _____ Street Address _____
Student Name _____ City _____ Prov _____
Instrument Type _____ Postal Code _____
Instrument Size _____ Phone(H) _____ (W) _____
Instructor Name _____ Instruction Location _____
Date Instrument Received _____ Date Instrument Returned _____
Instrument Rental Period: From _____ To _____

FEE STRUCTURE: FULL PAYMENT IS REQUIRED AT THE TIME OF RENTAL
Payment can be made by post dated cheques, or cash. Cheques are payable to the **Ottawa-Carleton District School Board (OCDSB)**.

<p style="text-align: center;"><u>VIOLIN, Bow and Case</u></p> <p>3 cheques of \$50.00 each dated: Date of Rental January 8, 2016 April 1, 2016</p> <p style="text-align: center;"><u>VIOLA, Bow and Case</u></p> <p>3 cheques of \$50.00 each dated: Date of Rental January 8, 2016 April 1, 2016</p> <p style="text-align: center;"><u>CELLO, Bow and Case</u></p> <p>3 cheques of \$50.00 each dated: Date of Rental January 8, 2016 April 1, 2016</p>
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<p style="text-align: center;"><i>Office Use</i></p> <p>Chq # Chq # Chq #</p> <p>Chq # Chq # Chq #</p> <p>Chq # Chq # Chq #</p>

TERMS & CONDITIONS

PAYMENT

- Full payment is required at the start of the rental period
- Payment may be made in full, post-dated cheques, or cash
- Cheque payments are payable to Ottawa-Carleton District School Board

CANCELLATION OF RENTAL AGREEMENT

- Should a student withdraw from classes and cancel the instrument rental agreement, the un-cashed post-dated cheque(s)/payments will be returned.

REPAIRS, EXCHANGES, RETURNS

- It is recommended that you add this rented instrument to your household insurance coverage.
- **All repairs are considered the responsibility of the renter during the rental period.**
- Should this instrument require repair during the rental period, a replacement instrument will be provided **as available**.

RENTAL EXPIRY

- The instrument is required to be returned by **June 30, 2016**
- Please note the rental period indicated on the front of this document.
- **Instruments not returned may be subject to an additional term's payment.**

RENTAL AGREEMENT

*I confirm that on receiving the instrument documented on reverse, the instrument was in sound repair and condition**

**Note any distinguishing factors:*

*I understand that this instrument is the property of **Extra Curricular Creative Arts Program, Continuing Education Department, Ottawa-Carleton District School Board.***

I _____ parent/guardian of _____
have read and understood the terms and conditions within this Instrument Rental Agreement.

Payment Method: In Full Payment: ☐ Instalment Payments: ☐

Signature of Parent/Guardian

Date