



OTTAWA-CARLETON
DISTRICT SCHOOL BOARD

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)**.

VIOLIN, Bow and Case
3 cheques of \$50.00 each dated:
Date of Rental
January 9, 2015
March 13, 2015

VIOLA, Bow and Case
3 cheques of \$50.00 each dated:
Date of Rental
January 9, 2015
March 13, 2015

CELLO, Bow and Case
3 cheques of \$50.00 each dated:
Date of Rental
January 9, 2015
March 13, 2015

Office Use

Chq #
Chq #
Chq #

Chq #
Chq #
Chq #

Chq #
Chq #
Chq #

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, 2015**
- 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