

(External)

Hong Kong Baptist University  
Department of Music

**Request for Renting Musical Instrument / Other Equipment**

<u>Item/Description</u>	<u>Quantity</u>	<u>Loan Period</u>	
		<u>From</u>	<u>To</u>

1. The above-mentioned equipment is the property of the Department of Music; thus, it should be operated and maintained in a proper way to avoid any damage or loss.
2. It is the policy of the Department of Music not to insure the above-mentioned equipment against any kind of damage or loss; thus, I will be fully responsible for the well being of the above-mentioned equipment at all time and handle it at my own risks.
3. In case of any time requested by the Department of Music to return the above-mentioned equipment, the above-mentioned equipment must be returned with all the original accessories and in a fully functioning condition.

Instrument Rental Fee

Upright Piano: HK\$200 per hour (excluding tuning charge).

Grand Piano: HK\$300 per hour, \$1,500 @ day (excluding tuning charge).

Organ: HK\$400 per hour, \$2,200 @ day

(Please contact the General Office of the Department of Music at 3411 5153 or mus@hkbu.edu.hk for the rental fee of other musical instruments or equipments.)

Notes

Please prepare a cheque payable to "Hong Kong Baptist University" and mail it to the following address: Department of Music, Hong Kong Baptist University, Kowloon Tong, Kowloon, Hong Kong. This form and the cheque should reach the above address 10 days prior to the start date of the rental period. The applicant will be responsible for any damage caused and liable for the subsequent repair expenses. The University accepts no liability for any accident, injury, theft or damage inflicted on other people, vehicles or equipment due to the use of the borrowed item.

I fully understand the above terms, and I agree to be bound by the above terms once I sign the agreement.

Name of Applicant: \_\_\_\_\_ Signature: \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Contact tel no: \_\_\_\_\_ Fax no: \_\_\_\_\_

Venue: \_\_\_\_\_ Total Rental Charge: \_\_\_\_\_

Purpose: \_\_\_\_\_

**For Office Use**

Fixed Asset No.: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
( )

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Collected/Received by:

Signature: \_\_\_\_\_ ( Name: \_\_\_\_\_ )

Date: \_\_\_\_\_

**For Office Use**

Date of Return : \_\_\_\_\_ Checked by : \_\_\_\_\_