

## VIOL RENTAL POLICY - VIOLA DA GAMBA SOCIETY OF AMERICA

**ADMINISTRATOR:** Joan Chandler  
telephone 902-462-2648  
email [joan.chandler@ns.sympatico.ca](mailto:joan.chandler@ns.sympatico.ca)

**CARE AND MAINTENANCE:** We assume that renters are familiar with the basics of string instrument care. Instruments will arrive with strings in playable condition. It is the responsibility of the renter to replace any broken strings before passing it on. If you have any questions about a maintenance problem, please contact the Administrator of the rental program.

**RATES AND RENTAL PROCEDURE:** *This program is offered to members in the US and Canada only.* The viols are ordinarily rented for one year. The current rental fees in US dollars are:

<b>Treble, tenor, pardessus:</b>	<b>\$300</b>
<b>Bass</b>	<b>\$400</b>

Renters must be members of the VdGSA. Non-members will have our \$20 first-year membership fee added to the rental charge. (The renewing US/Canada annual membership fee is \$30; for students \$25.) An additional \$100 security deposit must accompany the rental fee. This will be refunded after the viol has been returned or forwarded to another renter, provided that the instrument has not been damaged while in the renter's care. Rental instruments will not be shipped until the rental fee, deposit, and membership (if applicable) have been received by the administrator.

**CARE AND MAINTENANCE:** Instruments will be sent in playing condition. If you are not familiar with basic stringed instrument care, or have any questions about maintenance, please contact the rental administrator. It is the renter's responsibility to replace any broken strings before returning or passing on the instrument.

**REPAIRS OR LOSS:** We request that you notify your insurer that you have the instrument temporarily and ensure that your homeowner's or renter's insurance policy provides coverage for theft or damage while the instrument is in your possession. See below for insurance values, and don't forget to specify that the appropriate figure comprises a bow and case as well. If anything is lost or stolen, or needs repair of any kind while in your care or in transit, please contact your rental administrator immediately. **When arranging for shipment, remember to take out insurance with the shipper.**

**SHIPPING:** We try to arrange for the instruments to be hand-delivered whenever possible. Where shipping is necessary, the cost for shipping the viol at the start of the contract will be paid by the individual renter. Costs to have the viol returned to us will be reimbursed to the renter by the Society. Proper packing is essential. Make sure that the instrument is secure in the case and cannot move, especially lengthwise. Lessen the tension of the strings by tuning them all down about four notes. Pack foam, rolled corrugated paper, or bubble wrap under the strings on both sides of the bridge to prevent the bridge from collapsing. If the viol is in a soft case, fill any space inside the case, especially on the front and around the neck, with wadded paper or bubble wrap. Pack the viol in its case in a durable cardboard box large enough to allow plenty of packing material all around it. Crushed newspaper, plastic grocery bags, bubble wrap, and styrofoam peanuts work well. Always try to save the packing material in which the instrument comes to you. If you have any questions about preparation for shipping, contact a dealer, repair person, instrument builder, or your rental administrator for advice on how to proceed. Insure the package with the shipper to cover damage in transit: **trebles and pardessus—\$2500; tenors—\$3000; basses—\$4000.**

# VIOLA DA GAMBA SOCIETY OF AMERICA VIOL RENTAL AGREEMENT

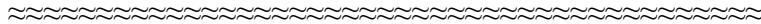
Please complete this form, make a copy for your records, and send the signed original to:

Ken Perlow, Treasurer, VdGSA  
131 S. Humphrey Av.  
Oak Park IL 60302-2710

**Payment options:**

Please pay for any outstanding part of the rental fee and security deposit (and membership, if not already a member) using one of the following methods:

- Enclose a check in US funds, made payable to VdGSA.
- Include your credit card details (*Visa/MC only*).
- Use our secure on-line payment page <http://www.vdgsa.org/pgs/olpay0.html>.



I agree to rent for the period of 1 year or \_\_\_\_\_ the pardessus / treble / tenor / bass viol with instrument ID # \_\_\_\_\_. (ID # to be supplied by rental coordinator.)

I have read the Viol Rental Policy. I will cover the cost of any loss or damage to the viol, bow, or case, while it is in my possession.

I enclose payment for the following:

Rental fee		
Pardessus, treble, tenor	\$300	
Bass	\$400	
Security deposit	\$100	
VdGSA new membership	\$20	(if not currently a member)

**Total \$ \_\_\_\_\_ (US dollars)**

**Check # \_\_\_\_\_ Dated \_\_\_\_\_**

**Visa/MC \_\_\_\_\_ Exp date (mm/yy) \_\_\_\_/\_\_\_\_ CVV2 \_\_\_\_\_ \***

\*The CVV2 code is the 3-digit number on the back of your card, farthest to the right.

Print name: \_\_\_\_\_

Address (home) \_\_\_\_\_

Phone (home) \_\_\_\_\_ (work) \_\_\_\_\_

Email: \_\_\_\_\_

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