

## COMPULSORY ANNUAL UPDATE FORM

This Form Must Be Returned Within 2 Weeks Of Receipt

by email to

by post to

Benslow Music Instrument Loan Scheme - Annual Update Form  
Benslow Lane, Hitchin, Hertfordshire, SG4 9RB

### Contact Details

These must be completed annually for our records.  
Failure to do so may lead to the re-call of your instrument/bow.  
Comprehensive and up to date details are needed. Please do not write 'as before' or 'no change' .

#### Guarantor

Name  
Home Address

Home Tel

Mobile

Email

#### Student

Name  
Home Address (*if different*)

Home Tel

Mobile

Email

**Student Term-time Address (*if different*)**

**Name of School/College/University**      **Department**

Academic year

Course of Study

Head Teacher/University Tutor

Current Instrumental Teacher

Name  
Address

Mobile

Email

*Please turn over*

**Instrument Number**

**Bow Number**

Date of Annual Service

Has the Log Book been updated and signed by your approved luthier?

**Condition Report**

Has there been any accidental damage in the last 12 months?

Are there any signs of wear and tear?

Has the instrument been dropped or knocked?

Please give a short report on the present condition of the instrument and any repair or maintenance work that has been carried out.

**Musical Activities**

Please give details of your musical activities and achievements during the last year. Concerts, orchestral tours, projects, group music-making, competitions, your musical development and exam results are all of great interest to the Charity, and to the owner of your instrument/bow. Please tell us how your instrument is helping you.

**Additional Comments**

**Signature**

**Date**

*For Office Use*

Owner  
Type of Instrument  
Borrower's Name

Instrument/Bow No.