

Acknowledgement of Loan

for instrument/bow owners

The Trustees of Benslow Musical Instrument Loan Scheme (BMILS) a charity registered with the Charity Commission (no. 313755) having its registered offices at Benslow Lane, Hitchin, Hertfordshire SG4 9RB, acknowledge the receipt on loan of the instruments and/or bows as described below.

From *(Please Print):*

Name.....(Owner)

Address.....

.....

Post code.....

Home Tel..... **Mobile**.....

Email.....

Alternative contact name and address:

.....

.....

.....

Tel..... **Mobile**.....

Email.....

Description of Instruments/Bows:

TYPE	SIZE	LABEL /DESCRIPTION	VALUE	DATE OF VALUATION	for office use

Conditions of Loan (for instrument/bow owners)

1. Benslow Musical Instrument Loan Scheme requests that Instruments/bows offered for loan have a minimum insurance valuation of £3,000 for full size violins and £3,500 for full size cellos. Instruments and bows are required to be presented in good playing order prior to their acceptance by BMILS and needing no further initial repair, cleaning or restoration.
2. On receipt, all instruments and bows will be examined professionally to confirm their suitability for BMILS and their valuation agreed.
3. The initial period of loan will be for a minimum term of three years, after which time the owner may choose to terminate the loan or continue the arrangement. Instruments and/or bows are made available to young musicians for periods of up to 3 years, which may be extended if applicable at the discretion of The Trustees.
4. BMILS will lend bows as separate items unless the owner expresses the wish to keep bow and instrument together for use by a single student.
5. BMILS requires a minimum of 3 months notice in writing from the owner if they wish to recall their instrument(s) and/or bow(s).
6. a) Whilst on the premises and for the first 24 hours of every new loan, BMILS will insure with established insurers and at its own cost the instrument(s)/bow(s) against all risks of physical loss and/or damage for the value(s) established on acceptance of the instrument(s)/bow(s) by BMILS. Valuations will be reviewed as appropriate at the discretion of BMILS.

b) Within 24 hours of every new loan, the Guarantor/Student borrowing the instrument/bow will insure the instrument/bow with a specialist musical instrument insurer, under an all risks policy, including unattended vehicle cover. The Guarantor/Student agrees to continue this insurance whilst the instrument is in their possession and until the instrument/bow is returned to BMILS and a receipt has been issued.
7. By agreeing to the loan, the owner gives permission for BMILS to undertake routine servicing, set-up and minor repairs as appropriate which will be carried out by professional repairers, the costs met by BMILS (for example, peg/bridge adjustments; fingerboard shooting; seam-gluing; new key pads). Major repair work and modifications (for example, neck re-setting, sound-post/bass bar adjustments; substantial crack repair), will not be carried out without the express permission of the owner.
8. BMILS encourages young musicians benefiting from the loan of instruments and/or bows to maintain annual written contact with instrument/bow owners where it has been agreed but such correspondence cannot be guaranteed.

I give/do not give (*please delete*) permission for my address to be provided for borrowing students of my instruments and/or bows as outlined in Clause 8 above.

I have read and accept the conditions of loan as described above.

Signed.....the Owner

Date...../...../.....

Signed.....
for the Trustees of Benslow Musical Instrument Loan Scheme