

Collection Date –

Return Date –



Town Hall
Grove Road
Eastbourne
BN21 4UG
01323 415641

FOR OFFICE USE ONLY

Paid by CC Cash Inv Ref.....

Date.....

Initials.....

LOAN BOX BOOKING FORM

£40 per week for the loan box, learning activities and short film
£20 for each Q&A session

Heritage staff can deliver and collect loan boxes (£5 each way if the school is within 15 miles of the Town Hall)

Fixed rate fine for delayed return of loans box: £50

Loan Box Title 1.....
2.....
3.....

Teacher Name

Organisation name.....

Email.....

We would like to add you to our mailing list for teachers, please tick if you would like to be added

Telephone number
.....

Number of Students using box **Class Name/s**

Q&A session date(s).....

Delivery options

Heritage Eastbourne delivery to school Heritage Eastbourne collection from school

Delivery Total £

Total amount due (including delivery) £.....

I, the above named hirer, acknowledge that I have received the above loan box(es) from Heritage Eastbourne and agree to the terms and conditions set out overleaf . The loan box(es) will be returned on or before the return date shown. I understand there is a £50 charge for late return and that any damaged/missing items will be charged for at full retail price.

Signature of Hirer upon collection of box..... Date

Signature of Hirer upon return of box..... Date

Please return completed forms to the address above or email localhistory@lewes-eastbourne.gov.uk

TERMS AND CONDITIONS OF LOAN BOXES

- 1) Payment for loan boxes (and delivery if required) is payable at the time of booking. An invoice will be provided and can be paid via BACS or credit/debit card.
- 2) The person collecting the loan boxes from the Town Hall will be asked to:
 - Check the contents list accurately with a member of Heritage staff before leaving the Town Hall
 - Recorded any damage (not already highlighted) on the contents list before leaving the Town Hall
 - Sign a form to say that the contents are correct, that individual artefacts are in reasonable condition (having regard to their age and nature) and that the return date of the box will be adhered to.

Please note that during the current government guidance on social distancing, we will no longer ask for a signature as proof of collection or delivery, and will sign on the school's behalf in the presence of the hirer. We will be unable to check boxes for any damage or missing objects until a minimum of 72 hours after their return to us. Any issues arising will be raised with the school as soon as possible after this time, and within a week of the box being returned.

- 3) In the event of the loan box being returned later than the agreed return date then a fine of £50 (per box) will be payable .
- 4) Any and all breakages to replica items contained in the loan boxes will be charged for at full retail cost.
- 5) The individual object boxes can be placed on tables but can only be touched by a teacher. This will ensure children can have a close look at the objects safely. All loan boxes will be cleaned before the loan period and if the box is used by multiple classes, they will need cleaning in school at the end of each session – materials will be provided for this.
- 6) Loan boxes content will be checked by Heritage staff when loan boxes are returned to the Town Hall. Any missing items or breakages will be recorded and the hirer will be asked to sign to confirm that they will cover all costs associated with replacing these items. The borrower who orders the loans is responsible for looking after them. Most of them are irreplaceable and should be treated with respect. Please do not display any objects in direct sunlight or subject to actions that may harm the objects such as burial or submergence. Do not affix adhesives, labels, sellotape, blu-tack etc. to loans or loan cases. Please keep them in a secure place, especially overnight. If any loss or damage occurs, please inform Heritage Eastbourne at once.
- 7) Delivery and collection by Heritage Eastbourne staff can be arranged for the following charges:
 - £5 each way if the school is within 15 miles of the Town Hall
 - If more than 15 miles, costs are calculated at 47p per mile