Send this form in via email; subject: Museum in a Box booking, to: educationbookings@birminghammuseums.org.uk

**Borrower’s Details**

|  |  |
| --- | --- |
| Borrower’s Name |  |
| School / Organisation  |  |
| AddressPostcode |    |
| Telephone Number |  |
| School / Organisation Email |  |
| Borrower’s Email |  |
| Purchase Order Number (if required) |   |

***The deadline for booking requests is no later than 5.00pm on the Friday prior to the commencement of each half term.***

**Delivery**

|  |  |
| --- | --- |
| I would like my loans boxes to be delivered to school / organisation on the first Wednesday\* of each half term and collected on the last Wednesday\* of each half term**. *(£45.50 per half term + VAT).*****Our delivery service covers up to 25 miles from B7 4RQ.** |   |

\**Exact dates and times will be communicated closer to the time, it is subject to change depending on staff availability.*

**Loans Agreement**

|  |  |
| --- | --- |
| I have read and accept the conditions of the Loans Agreement. |   |

|  |  |
| --- | --- |
| Date |   |

Please list the box(es) you require per half term below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **#** |  |  |  | **#** |  |  |
| **Autumn 1**  | *w/c 4 September – w/c 23 October* |  | **Autumn 2**  | *w/c 6 November – w/c 18 December* |
| 1 |  |  | 1 |  |
| 2 |  |  | 2 |  |
| 3 |  |  | 3 |  |
| 4 |  |  | 4 |  |
| 5 |  |  | 5 |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **#** |  |  |  | **#** |  |  |
| **Spring 1**  | *w/c 8 January – w/c 5 February* |  | **Spring 2**  | *w/c 19 February – w/c 18 March* |
| 1 |  |  | 1 |  |
| 2 |  |  | 2 |  |
| 3 |  |  | 3 |  |
| 4 |  |  | 4 |  |
| 5 |  |  | 5 |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| # |  |  |  | # |  |  |
| **Summer 1**  | *w/c 8 April – w/c 20 May* |  | **Summer 2**  | *w/c 3 June – w/c 15 July* |
| 1 |  |  | 1 |  |
| 2 |  |  | 2 |  |
| 3 |  |  | 3 |  |
| 4 |  |  | 4 |  |
| 5 |  |  | 5 |  |

Please continue onto another sheet if required.