

# Southampton Arts and Heritage



## Terms and Conditions for 'Museums in a Box'

When using Southampton City Council's loans box service, groups are required to:

- Use the objects for educational purposes only, and not for profit making purposes.
- Have objects boxed and returned in the same way in which they were loaned
- Look after items with care and respect
- Exercise due care and diligence to safeguard the items on loan
- Have adequate insurance cover
- Allocate one member of staff to be responsible for the box and its contents for the duration of the loan period.
- Lock away items when not in use
- Inform Southampton City Council at once, if items are damaged, lost or stolen. Borrowers must not attempt repairs but should collect any pieces or fragments of the objects and return them.

For the purposes of this agreement, each Loan Box and its contents is valued at £500.

Charges for damaged or loss of individual items will be based on replacement or repair costs; there will be a minimum charge of £30 to cover administration costs.

A charge of £20 per day will be charged if the Loans Box is not returned by the previously agreed date.

Cancellation of a loans box after the booking form has been sent out must be in writing to Southampton Arts and Heritage. If less than ten days working prior to the loan of the Loan Box written notice is given, Southampton Arts and Heritage reserve the right to invoice the school / group for a cancellation charge of £50, per Loans Box booked. Southampton Arts and Heritage reserves the right to cancel a booking at its sole discretion without any notice, at any time.

The cost of the loans box shall be paid not later than 28 days after receipt of invoice from Southampton Arts and Heritage, which will normally be issued within 5 working days after the event.

