

Please share these terms and conditions and booking confirmation(s) with any staff who will be using the resources.

History Leader/Finance Officer

History Curriculum Centre
Clarendon House D Block
Monarch Way
Winchester
SO22 5PW

Tel: 01962 874802
historycentre@hants.gov.uk
Courier code: 6/800 962001

History Artefact Loans Terms and Conditions collecting in person from the History Centre, Winchester

Collecting and returning artefacts:

The artefacts will be available for collection from the History Centre in Winchester on the **Friday prior to the week your loan begins, between 1.30pm and 4.30pm prompt** (when the Centre closes).

Artefacts **must** be returned to the History Centre **by 12.30 pm on the Friday at the end of your loan period**. We insist on prompt return as collections need to be checked and prepared for other borrowers to collect in the afternoon. **An additional charge will be levied for late returns**. Alternatively, boxes can be returned to the RE/History Centre on Thursday evening by 4.30 pm if that is easier.

Occasionally, due to illness or staff attending events or meetings, the centre maybe unmanned during our normal opening hours (Mon-Fri 9.30 am – 4.30 pm, term time), if so, boxes can be taken to the site Reception in Falcon House. Please note, Falcon House staff offer this facility as a favour to us, and must in no way be inconvenienced as a result.

Please note: Most collections are housed in large trunks or boxes and will need considerable room to transport them. They also weigh a considerable amount so please ensure the person collecting them is capable of lifting/carrying them to/from their car.

Charges:

Hampshire schools will be charged against the financial codes they provided and **Non-Hampshire** schools will be invoiced around the time of their loans whenever possible.

Additional charges will be levied for:

- **Loans that are returned to the History Curriculum Centre, Winchester later than the time date specified on the booking confirmation, as this will impact other borrowers.**
- **Loans that are cancelled at less than 3 weeks notice** (charge = half the loan fee plus £5 administration cost). **Uncollected loans will be charged in full.**
- **Lost or damaged artefacts.**

Please send a signed copy of your booking confirmation to the above address to confirm you have read and agree to these terms and conditions.

Regards,

The History Centre Team