

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 Curriculum Centre Artefact Loans Terms and Conditions for Portsmouth schools

Receiving Artefacts:

The artefacts should arrive at Portsmouth City Council's Courier Depot (in Portsmouth Civic Offices) on the Tuesday of the first week of the loan period specified on your Booking Confirmation.

The school then has a choice

Pick up the artefacts from the Portsmouth Courier Depot in person – please telephone the depot prior to leaving school to check the artefacts have arrived.

OR Contact the Portsmouth Courier Depot to request the Portsmouth internal courier to deliver the artefacts to your school (this may delay you receiving them in school).

Returning Artefacts:

Artefacts must be **carefully repacked and clearly addressed** (reverse our delivery label) prior to return to us.

Boxes must be returned to the Portsmouth Courier Depot (Portsmouth Civic Offices) by 4pm on the Wednesday of the last week of your loan - either by returning the box in person to the Portsmouth Depot or by requesting, **in advance**, Portsmouth's internal courier service to pick up the artefacts from your school reception on that Wednesday at the latest (the date will be highlighted on the paperwork that will be in the box when it is delivered). **Failure to follow these procedures will result in boxes being returned to us late and additional charges being levied** as other borrowers will be inconvenienced.

If boxes are not picked up or taken to Portsmouth's Courier Depot on the Wednesday of your final loan week, for whatever reason, you must make alternative arrangements to return them to the History Curriculum Centre in Winchester by 12.30pm on the Friday of that week.

Contact details for PCC Courier service Civic Offices, Guildhall Square Portsmouth, PO1 2BG	Tel: 023 9283 4656 Opening hours: 7.45 am – 4.00 pm
--	--

Charges:

A VAT invoice for the loan cost (detailed on the booking confirmation) will be issued when the loan period commences.

Additional charges will be levied for:

- **Boxes that are received at the History Curriculum Centre in Winchester later than 12.30pm on the Friday at the end of the loan period**, as other borrowers will be inconvenienced.
- **Loans that are cancelled at less than 3 weeks notice** (charge = half the loan fee plus £5 administration cost). **Loans that are no longer required but have not been cancelled will be charged in full.**
- **Lost or damaged artefacts.**

Please email 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