**Horsham Museum Memory Loan Box Booking Form**

**Please email this form to :** [**museum@horsham.gov.uk**](mailto:museum@horsham.gov.uk)

**Please fill in all the boxes below including dates of collection and return**

|  |  |
| --- | --- |
| Name of person responsible for loan |  |
| Care home or Organisation Name |  |
| Contact Tel Number |  |
| Email address |  |
| Date Loan to be collected | **Friday between 10.30am – 12.30pm** |
| Date Loan to be returned | **Friday between 10.30am – 12.30pm (one - two weeks later)** |

**Please provide a first and second choice for loan requests in case your first choice is unavailable.**

**First Choice**

|  |  |
| --- | --- |
| Box no. | Name |

**Second Choice**

|  |  |
| --- | --- |
| Box no. | Name |

Box No Taken (to be filled out by HM)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of items in box (to be filled out by HM)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please note there will be a charge of up to £30 for any item lost or damaged whilst on loan to your organisation.***

|  |  |
| --- | --- |
| Name of person returning Loan – please PRINT name |  |
| Date Box Returned |  |
| Items Lost or Damaged  (please give details) |  |