

Museum on the Move



Nurseries, Schools, Colleges, Universities and community organisations (with premises) are welcome to make bookings for Manx National Heritage 'Museum on the Move' educational loan boxes.

How to Book

1. Print out the booking form, on the following page.
2. Select the loan box you would like, and the dates required.
(Please note that exact dates may not be available and a different date may be offered to you).
3. Return booking form to:

Education Bookings (Museum on the Move)
Manx National Heritage
Kingswood Grove
Douglas
Isle of Man
IM1 3LY

or send via email: schoolworkshops@mnh.im

It is advisable to book as far in advance as possible to ensure the box you want is available. A confirmation of your booking will be sent to you within seven working days. Please note that some boxes may not be available due to redevelopment or prior loan booking.

For cancellations please allow at least a full half term's notice approx. 6 weeks, so that we can allocate the box to another customer.

Loan Period - The loan period is two weeks.

Booking Confirmation - You will be notified of a successful booking when your application form is returned to you with a completed permit authorisation number. This will be your **Booking Permit**, and is to be shown to a member of MNH staff on collection of the box.

Collection and return- It is the responsibility of the loan recipient to collect and return the Museum on the Move Loan Box. It is expected that the Box and its contents will be returned in accordance with the loan terms and conditions.

Boxes are to be returned at the **same** MNH site or Museum they were initially collected from. There is a £20 charge for late return.

Payment

Payment of use of the Loan Box is currently £30 for 2 weeks. Schools and community groups will be invoiced via Manx National Heritage directly on successful booking before the loan period is due to commence or shortly after.

OFFICE USE ONLY
PERMIT AUTHORISATION
Permit no:

EDUCATION SERVICES SHIRVEISHYN YNSEE

Museum on the Move Loan Box Application/Permit

We wish to book the following loan box

Loan Box		To collect from	Date (from)	Date (to)
World War I	<input type="checkbox"/>	Manx Museum-Shop <div style="text-align: center;"><input type="checkbox"/></div>	<input type="text"/>	<input type="text"/>
World War II	<input type="checkbox"/>		(loan period is 2 weeks)	(loan period is 2 weeks)
Early People of Man	<input type="checkbox"/>			
Early People of Man	<input type="checkbox"/>	House of Manannan-Shop <div style="text-align: center;"><input type="checkbox"/></div>	<input type="text"/>	<input type="text"/>
Vikings on Man	<input type="checkbox"/>		(loan period is 2 weeks)	(loan period is 2 weeks)
Name of school/community group		<input style="width: 100%;" type="text"/>		
Address of school/community group		<input style="width: 100%;" type="text"/>		
Teacher/community group leader's name		<input style="width: 100%;" type="text"/>		
Email address	<input style="width: 25%;" type="text"/>	Phone number	<input style="width: 50%;" type="text"/>	

Museum on the Move - Loan Box Agreement

- Before using the box, please check the items in it against the list of contents. Please let us know immediately if anything is missing.
- The borrower who orders the Museum on the Move loan box is responsible for the box whilst it is away from the museum.
- Most items contained are irreplaceable and should be treated with respect.
- Please do not display any objects in direct sunlight or subject them to actions that may harm the objects, such as burial or submergence.
- Do not affix adhesives, labels, sellotape, blu-tack etc. to loans or loan cases.
- Please keep items in a secure place, especially overnight.
- If any loss or damage occurs, please inform MNH Education Services schoolworkshops@mnh.im at once.
- Do not attempt repairs.
- Children can try on the replica costumes, but please make sure it fits.
- Any damage to replica costume and objects will be charged to the school concerned, so that we can purchase replacements.
- Private arrangements **must not be made** to loan out the box to another school or organisation.

Terms and Conditions

By making a booking with Museum on the Move you have agreed to abide by the terms and conditions below.

- It is a condition of the loan that objects are used for educational use only and not for profit making purposes.
- Due care and diligence must be taken to safeguard the items on loan.
- Items on loan must be locked away when not in use.
- Borrowers are liable for costs of breakages or loss for up to **£1,300** per box.
- Evaluation forms must be completed for each loan box.
- There are teachers' notes in every loans box which are designed to be used by both the teacher and the pupils. (They should also be returned with the objects).
- By making a booking you are agreeing to these terms and conditions.



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