

CULTURE DEPARTMENT

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**Terms and Conditions**

**Loan Boxes**

1. Each loan period is in 1 week units, with a charge of £15 per week.
2. Boxes must be picked up and returned by the school. Loan collections cannot be lent without the loan box, so ensure adequate transportation to collect and return the loan box.
3. Boxes must be collected and returned by appointment.
4. Brent Museum & Archives reserve the right to levy a charge if any loss or damage is incurred. Boxes must be checked out and checked in with a member of Museum and Archives staff to establish their condition.
5. The Loan Box is the responsibility of the school for the duration of the hire. If an accident happens and an item is lost, damaged or broken, please tell us on return, as we may be able to rectify the situation without charge.
6. The Loan Box is designed as a teaching aid; accordingly all objects must be used under supervision.
7. Brent Council and Brent Museum & Archives cannot accept responsibility for any injury that may occur as a result of the use of the Loan Box.

**Outreach workshops**

1. Appropriate space must be provided for the class to work in groups. Please discuss this when making the booking.
2. Teachers and group leaders are responsible for the behaviour and discipline of their pupils during the workshops. Teachers must stay with their class for the duration of the workshops. Appropriate ratios of responsible adults to children must be provided by the school for the duration of the visit.
3. If for any reason you need to cancel or rebook your session, please contact us in advance. Sessions cancelled with less than 3 working days' notice will be subject to a £45 charge.

**Workshops at Brent Museum at the Library at Willesden Green**

1. If for any reason you need to cancel or rebook your session, please contact us in advance. Sessions cancelled with less than 3 working days' notice will be subject to a £45 charge.
2. Teachers and group leaders are responsible for the behaviour and discipline of their pupils during the workshops. Teachers must stay with their class for the duration of the workshops. Appropriate ratios of responsible adults to children must be provided by the school for the duration of the visit.