



# **Museum of Enfield**

## **Industry Object Handling Resource Pack Booking Document**

**April 2024 to March 2025**





### Loans Booking Request Form

Please email the museum for the full pack content list prior to sending in your booking request.

Main contact details:		Date:
School name and full address:		
Invoicing contact (if outside London Borough of Enfield)		
Our onsite only pack includes hire of the tiered seating space at DAC	<b><u>On site at DAC only (NEW)</u></b> <b><u>£60 for 2 hours (equivalent to £2 per child for a class of 30)</u></b> Industrial Enfield – 8 packs as part of a designed activity	
Preferred date/term:		
Year group and expected number of children using resource	Year Group: Expected number of Children:	

Return your completed booking form to [museum@enfield.gov.uk](mailto:museum@enfield.gov.uk)

Once received, we will send a booking confirmation within 5 working days confirming your request, and available loan collection and return dates.

Pack is subject to availability and is to be used at DAC.

If you no longer require the pack, **contact the museum as soon as possible** as it may have been requested by another school or community group.

A £10 deposit is required once the booking has been confirmed. The deposit will be taken off the total cost of the pack once it has been returned on the specified date and with no damaged or missing objects.



### Terms and Conditions

1. The main contact is responsible for ensuring that all objects are cared for, collected, and returned.
2. At the end of the loan period, all objects must be placed back in their correct packs using the inventory sent through with your booking confirmation. **Inform the museum team as soon as possible of any breakages or missing items before returning the pack.**
3. Objects are not to be buried or submerged in water or liquid
4. Eating and drinking is not permitted around the objects. Food and drink left on the objects or packs can damage the object and attract pests in the museum store once returned.
5. Do not affix labels, Sellotape or tac to the objects
6. Do not attempt to repair or modify the objects in any way
7. The cost of any missing or damaged object will be deducted from your deposit and your school may be charged the difference if the deposit does not cover the cost of replacement or repair.
8. Always pick up an object with both hands and support its weight underneath where necessary
9. Potential risks and mitigations are identified in the relevant risk assessment (**EMS\_RA\_21 Festival of Industry STEM Object Handling Resource Pack**)

By making a booking and returning this form, your organisation is agreeing to the terms and conditions laid out above.

Contact Name:	
Contact signature:	
Date:	

If you have any queries or require further information, please do not hesitate to contact [museum@enfield.gov.uk](mailto:museum@enfield.gov.uk)

This collection is made for handling by children and adults, and we want everyone to feel confident and to enjoy working with the objects.