



Reading Museum & Town Hall

Hands-on learning for schools

Name of School

Teacher name

Address

Telephone

Email

Which option do you wish to choose? (please tick)

Boxes - 5 boxes per half term £459 per year
(30 boxes per year)

Boxes - 3 boxes per half term £409 per year
(18 boxes per year)

'Pay as you go' Boxes - £45 per box per half term
(plus admin charge if invoice required)

By using the service you are agreeing with the Service Level Agreement (SLA) as published on our website, www.readingmuseum.org.uk

Some essential features of this are repeated here for your information:

Each Member must:

- Collect and return boxes at agreed times
- Look after the items, they are a finite collection
- Make one member of staff responsible for orders
- Members must use the online booking system and book boxes at least 2 weeks in advance
- Have adequate cover under the schools insurance policy (for the purposes of this agreement, each box and its contents is valued at £500). Charges for loss or damage of individual items will be based on replacement or repair costs, there will be a minimum charge of £30.
- Pay as you go box bookings must be collected from the Museum and returned at the agreed time

Signature

Date