

The Wilson Takeaway Loans Service - Terms and Conditions for Subscribers 2020-21

COVID -19 ACTIONS: Due to the current situation the Takeaway will be running slightly differently:

- 1) Collections and returns are on alternate Tuesdays or Wednesdays, 2.30-5.30pm, from the door to the right of the main Wilson door (No 51).
- 2) Boxes will be quarantined on return, before collection by another organisation.
- 3) Subscribers are not to enter the Takeaway, but collect/deposit at the doorway.
- 4) How you choose to use the objects is your choice, however, you might decide to use the artefacts in a different manner e.g.:
 - Only teachers handling objects, wearing gloves
 - Keeping a box for use within one class, then leaving 72 hours before sharing with another

Payment Terms The annual subscription is £60+VAT, for unlimited loans (max 6 at once). Invoices are sent in August for the following academic year. Boxes can also be loaned without subscription, charged at £10+VAT per box; taxidermy items are individually charged for depending on size.

- Subscribers are auto-enrolled for the year. Subscribers who wish to opt out must do so by the end of December. Requests for credit notes cannot be accepted after March.
- Subscribers cannot request a credit note if the service has been used in that academic year.
- Payment should be made within 14 days of the invoice date.

Terms of Use

- Please use enclosed checklist with your order to ensure contents are correct.
- To ensure a smooth running of the service, please help us by returning the boxes on time. If circumstances make this difficult, please email us to see if an extension can be organised.
- Repeated late returns or failure to collect boxes may incur an additional fine.
- Loan requests need to be made at least 2 weeks in advance of the required collection date.
- Reservations are made by emailing learning@cheltenhamtrust.org.uk
- The standard duration of loans is 2 weeks, but extensions may be available on request.
- Taxidermy items can be borrowed for up to a term's duration.
- Box contents can be requested in advance via email.
- Please inform us of any breakages which will be charged for on a case by case basis.
- There is no maximum number of boxes that organisations can borrow per year, but a maximum of 6 boxes can be borrowed at any one time.
- For taxidermy, there is a limit of 18 items at one time. There is no annual maximum.
- For the loan's duration, the box contents should be covered under the borrower's insurance.
- When in transit, the boxes fall under the driver's car insurance policy.
- The Cheltenham Trust accepts no liability for any damage or injury that occurs while the objects are out on loan.
- Please do not expose items to strong sunlight, excessive heat, cold or damp. Items should be handled with great care and under supervision only.
- Please do not try on articles of costume, unless from an activity box.
- Cotton gloves are included in some costume boxes for handling delicate garments.
- Taxidermy items are generally encased in Perspex. Those that are not, must not be touched.
- Boxes should be stored and carried upright, using both handles. Please seek assistance moving and carrying heavy boxes and cases.
- Please re-pack boxes carefully using packing materials supplied.
- *In line with current GDPR regulations, by subscribing to this service you consent to our holding your customer details on file, for use only by ourselves in relation to the Takeaway.*