



# Community Cabinet Booking Form

For the use of local Organisations, Companies and Individuals  
to co-curate Exhibition

The Railway Station, Station Road, Halesworth IP19 8BZ  
office@halesworthmuseum.org.uk

Name of Organisation/Company .....  
Contact name .....  
Contact Address .....  
.....  
.....  
Telephone number(s) .....  
e-mail address .....  
Collection date and time .....  
Return date and time .....  
Purpose of hire/type of exhibition .....  
.....

**Conditions of Loan**

**The borrower must:**

- Supply their own transport
- Insure the cabinet(s): a letter from your insurer accepting liability will be required before the loan. Value of cases for insurance purposes; Case 1 £230, Case 2 £920.
- Collect and return at the agreed times
- Use the pop-up banner supplied with the display case(s)
- Acknowledge the Museum loan of the display case
- Discuss any assistance needed from the Museum before borrowing
- The type of exhibitions must be specified beforehand and must not be for political, commercial, illegal or discriminatory purposes.

I have read the conditions of borrowing and agree to abide by them.

Signed .....  
Name .....  
Date .....