

**Loan Box Booking Form**

Bring a snapshot of coal mining history into your setting with a sensory loan box containing original historical artefacts. For just £20 per half term you can touch, see, smell, wear and role play the past. There is a choice of 7 different boxes which will give your group a chance to explore:

|  |  |
| --- | --- |
| **Subject** | **Order of preference (1-3)** |
| Dress Like a Miner**Dress as a Victorian miner, a 1900s Pit Brow Lass or a modern-day Miner** | □ |
| Miners at Work**Tools and equipment that were used by miners during the working day** | □ |
| Mining Jobs**The tools and equipment needed for pony drivers, shot firers and coal face workers** | □ |
| Victorian Homes**Everyday household objects from a working Victorian family** | □ |
| Victorian Kitchen**Discover what nifty gadgets and equipment were used in a Victorian kitchen to save money** | □ |
| Victorian Work**Tools that helped men, women and children work underground** | □ |

**How Many Boxes would you like to borrow (Maximum 2 boxes per school):**

 1 x £20 (£20 +VAT) □ 2 x £20 (£40 +VAT) □

**Which half term would you like to borrow them (please tick):**

 5th September 2022 – 21st October 2022 □

 31st October 2022 – 16 December 2022 □

 4th January 2023 -10th February 2023 □

22nd February 2023 – 31st March 2023 □

19th April 2023- 26th May 2023 □

7th June 2023 – 21st July 2023 □

**It is Important to return boxes no later than your allocated return date.**

**we require at least 3 days to turn the boxes round for the next school**

**There is a late fee of £10 per calendar day which will be invoiced to your school.**

How many people will experience this box (this is important information that we share with our funders so that we can continue to offer these boxes at a reduced rate)

|  |  |  |  |
| --- | --- | --- | --- |
| How many Children? |  | How Many Adults? |  |

|  |  |
| --- | --- |
| Contact Name |  |
| Setting Name |  |
| Setting Address |  |
| Contact Number |  |
| Email Address |  |
| Email for invoice to be sent to |  |

Collection from the Museum □

Delivery and Return Courier service (£28 +VAT) per box □

Payment by credit card □ or invoice □

Email address for invoice\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PO number (if required) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Can we add you to our e-newsletter mailing list to tell you about our Learning news? □

We process your data in order to administer our school bookings and associated payments. This is necessary because when you book a loans box you are entering into a contract with the National Coal Mining Museum for England. We also use your data to maintain records about our school offer for audience analysis purposes and anonymously report on our visitor numbers- our lawful basis for this processing is the Trust’s legitimate interest in achieving the Museum’s main charitable objective, which is to advance the education of the public in the history of mining. You have the right to object to processing which is the Trust’s legitimate interest. We will keep your booking form for a year after your booking to the Museum, after which point the form will be shredded. Your booking details will be digitally stored on our booking system for six years. For financial records, we will securely retain details of your payments for six financial years following your visit. You have the right to request that any inaccuracies in your data be put right, or your personal data erased.

If you have ticked the box agreeing to join our mailing list, in addition to the above we will send you regular e-newsletters (usually once a term) and occasionally printed flyers with news about upcoming events and activities, which are aimed at schools. You have the right to withdraw consent for us to contact you. We will retain a scanned copy of your booking form as a record of your consent to receive e-newsletters and we may contact you from time to time to renew your consent. You have the right to request a copy of the personal data the Museum holds about you, the right to request that any inaccuracies in your data be put right, the right to object to the processing of your data, and, if you are dissatisfied in any way with the way we have handled your personal information, the right to lodge a complaint with the Information Commissioner’s Office (www.ico.org.uk). Enquiries should be directed in the first instance to the Museum’s Director of Finance, Planning and Performance at the Museum’s address below or by email to info@ncm.org.uk. For further information please visit [www.ncm.org.uk/privacy-policy](http://www.ncm.org.uk/privacy-policy)

**Learning Team, National Coal Mining Museum for England, Caphouse Colliery, New Rd, Overton, Wakefield, West Yorkshire, WF4 4RH Telephone: 01924 848806 Email:** **education@ncm.org.uk**Registered in England & Wales as a Limited Company by Guarantee No 1702426. Reg Charity No 517325