

Rocky Hill War Memorial Museum: Bob Saunders Research Room Booking Form

YOUR DETAILS:

Contact name
Organisation (if applicable)
Email:
Phone:

RESEARCH ROOM BOOKING:

Date:		
Start time:	Finish time:	Total hours:
Is this a recurring booking (please circle)?		
<p>No repeat Weekly Fortnightly Monthly Other – please indicate</p>		
End date for recurring booking		
Type of activity and reasons for booking?		

Conditions for use of the Bob Saunders Research Room:

- The Research Room is available for use from 11am-3pm during Museum's opening hours.
- Booking approvals are at the discretion of Museum staff, and are not automatically guaranteed.
- A maximum number of 2 people are permitted in the meeting room at any one time.
- The meeting room is not suitable for large groups, and any private or confidential activities.
- Cancellation of booking must be made 24 hours prior to the booking start time.
- Please leave the Research Room in a clean and tidy condition, and adhere to policies such as no pens or food and drink being permitted.
- No bags are permitted in the Research Room and will be kept securely at Museum reception.
- The Museum does not provide a valuation service.
- Scanning to USB is available for a donation
- Museum staff/volunteers will not conduct extensive or ongoing research on your behalf.

Signature:

Date: