

**DRUMCROON SCHOOLS LOAN SCHEME ORDER FORM**

|  |  |
| --- | --- |
| Name of School |  |
| Contact Name |  |
| Contact Email |  |
| Contact Phone Number |  |

Please indicate which term you are loaning the artworks for – this form should be submitted at least 1 week before the end of the previous half term. See guidance sheet for more information on dates.

|  |  |
| --- | --- |
| Autumn 1 |  |
| Autumn 2 |  |
| Spring 1 |  |
| Spring 2 |  |
| Summer 1 |  |
| Summer 2 |  |

We expect collection to take place in the first two weeks of the half term. Proposed collection date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PLEASE NOTE:** Items are loaned for half a term only. Works must be collected from and returned to The Turnpike Gallery.

Schools can loan up to three artworks per half term. Please indicate here which artworks:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Artwork number | Artist Name | Title of Artwork |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

Please indicate whether you will need easels for display:

Yes [ ]  No [ ]

We expect return to take place in the final week of the half term.

Proposed return date: \_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**To be completed on collection:**

 Borrower’s name Borrower’s signature

 Turnpike Staff name & date Turnpike Staff signature

Condition check notes (filled out by Turnpike staff)

**To be completed on return:**

 Borrower’s name Borrower’s signature

 Turnpike Staff name & date Turnpike Staff signature

Condition check notes (filled out by Turnpike staff)

**Please email completed form to theturnpikegallery@wigan.gov.uk**