

# Museum Collections Enquiry Form

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<b>Title / First name / Surname</b>			
<b>Address</b>			
<b>Postcode</b>			
<b>Telephone no. (include code)</b>			
<b>Email address</b>			
<b>Mobile number</b>			
<b>Nature of enquiry; please select from the options below or provide other detail.</b>			
White Family History	<input type="checkbox"/>	Oates Family History	<input type="checkbox"/>
History of the Wakes House	<input type="checkbox"/>	The Garden & Park	<input type="checkbox"/>
Selborne Local History	<input type="checkbox"/>	Enquiry relating to the Museum collection	<input type="checkbox"/>
Enquiry relating to the library	<input type="checkbox"/>	Other	<input type="checkbox"/>
<b>Purpose of enquiry: please select from the options below or provide other detail.</b>			
Private enquiry for personal use only	<input type="checkbox"/>	Community (e.g. Local History Group)	<input type="checkbox"/>
Education – GCSE, A level studies / project	<input type="checkbox"/>	Education – Post 18 studies /project	<input type="checkbox"/>
Education – Post-graduate research	<input type="checkbox"/>	Other Museum	<input type="checkbox"/>
Media / Publications	<input type="checkbox"/>	Commercial	<input type="checkbox"/>
<b>Details of enquiry. Please give as much detail as possible – names, dates, places and specific questions.</b>			

Please complete all information on pages 1 & 2 before submitting this enquiry



**For any commercial enquiries, including those for personal gain, the museum will contact you to agree individual terms and conditions.**

**For all other enquiries:**

As an independent charitable trust and accredited museum with a very small and busy team, we will endeavour to answer simple enquiries from members of the public free of charge. However, please note we are not resourced to be able to engage in lengthy or complex searches or correspondence on your behalf. However, we have access to a small group of volunteers who may be able to assist further with their diverse range of knowledge and expertise relating to our Museum.

If you would wish the Museum to pass your enquiry on to our team to receive a more detailed written response (typically 1 page of A4) we would request you make a minimum donation of £25 to contribute towards administrative costs.

If you would wish the Museum to arrange for you to meet one of our team to assist you in person at the Museum for a period of up to one and a half hours, we would request a minimum contribution of £50.

**Please tick below to indicate how you would like us to proceed with your enquiry:**

<b>I would like you to contact me, this is a commercial enquiry / enquiry for personal gain.</b>	
<b>I would like you to provide, free of charge, what information you can in the box below.</b>	
Office use only:	
<b>I would like you to provide a more detailed written response for a minimum donation of £25,</b> (We will endeavour to respond within 30 days following receipt of the donation.)	
<b>I would like you to arrange for me to meet a team member at the Museum for a minimum donation of £50.</b> (We will endeavour to arrange a meeting within 30 days following receipt of the donation.)	
<b>If you are a UK tax payer and can gift aid your donation to enable us to reclaim the tax please tick.</b>	
<b>Date</b>	<b>Signature</b>

Office use only:	Receipt No.	Total	Payment Date:
Actioned by:	Date forwarded:	To whom:	Date returned to enquirer:
Meeting date proposed;	Agreed by enquirer:	Agreed by above named:	