

# BURKE BOX TERMS AND CONDITIONS

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Clients may reserve a Burke Box on behalf of another individual, organization or group. It is the sole responsibility of the client to share these terms and conditions with all parties who utilize a Burke Box (and any materials associated with it). Upon finalizing a Burke Box reservation, the client agrees they have read and agreed to the terms below.

## PAYMENT OPTIONS

Payment for a Burke Box rental is due on the final day of the scheduled rental. Clients may pay for their rental with a check or credit card via our online portal. Educational institutions may submit a purchase order. Rental balances not cleared within 30 days from the rental end date will be considered a non-payment. Excessive unpaid balances will affect the client and associated organization's ability to book future programs with the Burke Museum.

## SHIPPING & LOGISTICS

Clients picking up or returning their Burke Boxes at the Burke Museum must park in the business entrance loading zone at the northeast corner of the building and deliver the Burke Box to a staff member. Except for prearranged loading assistance, it is the client's responsibility to load Boxes into and out of vehicles.

Burke Boxes shipped outside of King County are mailed three (3) days before the rental date via University of Washington Campus Mail. In the rare instance a Burke Box arrives later than the scheduled start date the Burke Museum will work with the client to make possible scheduling accommodations. It is the client's responsibility to contact Burke Education if a Burke Box has not arrived by the scheduled start date.

Beginning September 2022, return shipping labels will be provided by the Burke Museum. Clients must drop their returning mailed Burke Boxes off with the carrier of their choice no later than the final day of their rental period. Returning mailed boxes are given a three (3) day grace period after the final day of the rental to return to the Burke Museum. Burke Boxes that arrive back to the Burke Museum later than the three (3) day grace period are subject to the late policy and fees outlined below.

## CHANGES, CANCELLATIONS & LATE FEES

Clients must contact Burke Education if they are unable to pick-up or return a Burke Box on the scheduled date, or need to change or cancel a reservation. A \$10 per day late fee is assessed to clients whose Burke Boxes are returned after the rental end date. Cancellations must be made a minimum of two weeks before the scheduled ship or pick-up date. Cancellations made with less than two weeks notice will be charged the full rental fee. Cost assistance funds cannot be applied to fees. Excessive fees or unpaid balances may affect the client and associated organization's ability to book future programs with the Burke Museum.

## BROKEN & DAMAGED ITEMS

The client is fully responsible for all Burke Box contents as well as the physical box itself during the rental and return shipping period. The Burke Museum reserves the right to charge a repair/replacement fee for lost or broken items. If an item is damaged during the reservation, please contact Burke Education prior to the end of the rental. The Burke Museum will provide an itemized invoice for repair of damage deemed beyond normal wear and tear or replacement. Payment is due no later than 30 days after the repair/replacement invoice is sent. Excessive fees or unpaid balances may affect the client and associated organization's ability to book future programs with the Burke Museum.

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