

NewSPAL

New Surrey Performing Arts Library

PROSPECTIVE DONATION FORM

Please refer to our Stock Donation Policy before completing this form. We would be grateful if you could fill in as much detail as you can about the items offered. Please send to us with photos if possible to clearly demonstrate the condition.

Name of donor	
Address	
Postcode	
Email	
Telephone	

I hereby confirm that the items offered are solely owned by me, or that I have permission from any joint owner to offer them to NewSPAL. I confirm that there will be no future claim by myself or any other person to these items, that they are freely offered as a gift and that they become the property of NewSPAL on transfer. I agree that NewSPAL may use these items for hire, loan or for any other purpose, including sale or disposal in the future, if this is deemed appropriate by the staff and trustees.

I consent to NewSPAL retaining my personal details for the purposes of administering this gift. (NewSPAL will not use your personal data for any other purpose and will delete these details once the item(s) are either accepted or declined.)

Donor signature:

Position:

TITLE	COMPOSER	PUBLISHER or EDITION	CONDITION	QUANTITY

Add further rows as necessary