

Terms and Conditions

The Burke Museum recognizes that a client may reserve a Burke Box on behalf of another individual, organization or group. Therefore, it is the sole responsibility of the client to share these terms and conditions with all parties involved who utilize a Burke Box rental reservation (and any items and 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 via credit card is offered via an online portal and must be completed to finalize a Burke Box reservation. Payment via purchase order or check is available to educational institutions; qualifying organizations must submit a valid purchase order number or check to the Burke Museum no later than 30 days after payment information has been entered.

Balances not cleared within 30 days from the date of the scheduled box rental will be considered a non-payment. Excessive unpaid balances will affect the client and associated organization's ability to book future programs provided by the Burke Museum.

Shipping & Logistics

Burke Boxes can be shipped to clients outside of King County. Burke Boxes are shipped to clients three (3) days before the rental date via University of Washington Campus Mail. In rare instances, a Burke Box may arrive later than expected due to problems in transit. In these instances, the Burke Museum will work with the client to make possible scheduling accommodations. If the Burke Box has not arrived by the agreed upon date, it is the client's responsibility to contact the Burke Museum.

Return shipping is the sole responsibility of the client. The Burke Museum does not provide return shipping, nor can cost assistance funds be applied to shipping. Burke Boxes are expected in the Education office three (3) days after the last date of the client's rental. Please arrange for delivery to our office three (3) days after the last date of your reservation. Boxes that arrive late are subject to the late policy and fees outlined below.

Changes, Cancellations & Late Fees

If the client is unable to pick-up or return a Burke Box on the scheduled date, or needs to change or cancel a reservation, please call the Education office at 206.543.5591. A late fee of \$10 per day is automatically applied to each Burke Box that is not returned on the scheduled return 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.

Please note that cost assistance funds cannot be applied to late fees or cancellation fees. Excessive fees or unpaid balances may affect the client and associated organization's ability to rent future Burke Boxes or book additional programs provided by the Burke Museum.

Broken & Damaged Items

The client is fully responsible for the contents of the Burke Box(es) during the rental reservation 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 the Education office prior to the end of the rental reservation.

If damage is deemed beyond normal wear and tear, or more extensive repair is necessary, the Burke will provide an itemized invoice with payment due no later than 30 days.

