**Time Capsule Donation Form**

**HM the Queen’s Platinum Jubilee**

All entries can be dropped off to the Tourist Information Centre either in person, via post or electronically via tic@bishopsstortford.org until 4pm on 31 January 2022. For preservation all entries must be in polyethylene bags (a sandwich bag). Please not do include any entries with batteries, staples, paper clips, rubber bands, cling type films such as protective wrappers or any food products as this destroys preservation.

The Tourist Information Centre is located at 2 Market Square Bishop's Stortford CM23 3UU and is open Monday to Saturday 9:30am-4pm, closed for lunch from 12:25pm - 1pm and is closed on Sundays and public holidays. There is limited space in the capsule so entries will be accepted on a first come first served basis. Maximum size of any item is 30cm (L)x20cm (W) and have a maximum weight of 250g.

|  |  |
| --- | --- |
| Name |  |
| Date |  |
| Item  |  |
| Item description |  |
| Does this item relate to any other donated item?  |  Y N |
| If yes please describe the other associated items |  |
| If appropriate you may wish to add some comments surrounding the item and how it relates to HM the Queen |  |
| Telephone Number  |  |

GDPR: The Bishop’s Stortford Town Council will only use your data for the purposes of the time capsule. Your information will not be sold or shared commercially. You have been asked to provide a telephone number to ensure that should the donated item not fit within the time capsule we can contact you and return it to you. Your telephone number will not be included in the time capsule. It will be removed from this sheet and destroyed appropriately.