

LOAN AGREEMENT

ART

Borrowing Institution

Name _____

Address _____ Telephone _____
_____ Fax _____
_____ E-mail _____
_____ Website _____

Contact person _____
_____ Telephone _____
_____ E-mail _____

Owner

Name _____

Address _____ Telephone _____
_____ Fax _____
_____ E-mail _____
_____ Website _____

Contact person _____
_____ Telephone _____
_____ E-mail _____

Loan period (from collection to return)

Day/Month/Year _____ - _____

Exhibition

Title (possibly working title) _____

Period of display

Day/Month/Year _____ - _____

Place and address of exhibition (where different from the place and address of exhibition of the Borrowing Institution)

Work

Inventory number _____
Name of artist and year _____
Title and date of work _____
Material and technique _____
Net dimensions _____
Gross dimensions _____
Other relevant information on the work _____

Preservation

General condition _____
Remarks _____

Hanging/mounting and display

Hanging/mounting requirements _____
Display requirements _____
Remarks _____

Reproduction and credits

Does the Owner permit reproduction of the work in publications and printed and/or electronic media?

Yes No

What credits are requested by the Owner? (Name/private collection, place – where relevant) _____

Insurance

Insurance company _____
Insurance sum _____
Remarks _____

Transport and packaging

Name _____

Address _____ Telephone _____
_____ Fax _____
_____ E-mail _____

Contact person _____

Collection address (where different from the Owner's address) _____

Return address (where different from the Owner's address) _____

Transport and packaging requirements _____

Remarks _____

Other matters

Other remarks or special agreements (reference to appendices where relevant) _____

Date _____ Signature of Borrowing Institution _____

Date _____ Signature of Owner _____

The Owner and the Borrowing Institution receive a signed copy of the terms each.

In event of damage

Nature and scope of damage _____

Reported to insurance company Date _____

Name of person reporting the claim _____

Reported to Owner Date _____

Name of person reporting the claim _____

Outline of agreement with the Owner concerning further measures to be taken _____
