

# 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 \_\_\_\_\_

\_\_\_\_\_