



## Artifact Loan Agreement

Lender: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Describe item (Attach photos): \_\_\_\_\_

Duration of loan: \_\_\_\_\_

### Conditions

1. Objects covered by this loan agreement will remain in the condition in which they were received. Objects will not be transferred, cleaned, repaired, restored, altered, or replicated in any way without the written permission of the Lender.
2. The Blairstown Museum and its officers, trustees and volunteers will exercise reasonable care for the safekeeping and preservation of the object, reasonable wear and tear excepted.
3. At the end of the loan period, objects will be picked up by the lender, unless other arrangements for alternate delivery have been made. The Lender may agree to extend the loan period by written agreement.
4. If the Lender elects to maintain Lender's own insurance, the Blairstown Museum may request a Certificate of Insurance naming Blairstown Museum as an additional insured. If insurance is waived by the Lender, this constitutes the Lender's agreement to release and hold harmless the Blairstown Museum, its officers, trustees, and volunteers from any liability for damages or loss of the object.

At Lender's request, Blairstown Museum may obtain, at Lender's expense, temporary insurance for the object for the duration of the loan period. Lender shall pay Blairstown



Museum an administrative fee for this service equal to 2% of the insurance costs for the object.

- a. Lender waives insurance \_\_\_\_\_
  - b. Lender has insurance \_\_\_\_\_ (attach Certificate of Insurance)
  - c. Lender requests Blairstown Museum to obtain insurance \_\_\_\_\_
5. The Lender agrees that the object may be photographed, sketched, or otherwise illustrated by the Blairstown Museum for publication or publicity purposes.
6. If Blairstown Museum has been unable to contact Lender to return the object within thirty (30) days after the end of the loan period, the object will be placed in storage, at Lender's sole risk and expense. The Blairstown Museum may choose, but shall not be obligated, to place or continue insurance on the object during this time, at the Lender's sole expense.

**For Blairstown Museum**

**For Lender**

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Jeanette Iurato

Date

Lender

Date

**Return Receipt**

Lender hereby acknowledges that all objects covered by this agreement have been returned to the Lender in satisfactory condition on the date noted below:

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Lender

Date