



## **Museum of Mortality Loan Agreement**

Museum of Mortality  
112 E. Chestnut St.  
Burlington, WI 53105

### **Loan Purpose**

Exhibition/ Loan Purpose	
Exhibition Dates & Location	
Loan Period including transportation	

Shipping/ transportation to be arranged by Museum of Mortality Administrator in consultation with lender.

Lender Name: _____ Date: _____
Mailing Address: _____
City, State, Zip: _____
Email: _____
Phone: _____

### **Item (s)/ Works to be loaned:**


**Credit Line:** Please indicate how you would like to be credited in a catalogue, on exhibition labels, and/or in publicity materials (i.e. Collection of Mr. and Mrs. John Smith)

Special handling requirements:

**INSURANCE**

Please read the conditions regarding insurance coverage on conditions part of this form.

Should Museum of Mortality insure? \_\_\_\_ Yes \_\_\_\_ No

If Yes, please provide estimated market value: \_\_\_\_\_

Do you elect to insure? \_\_\_\_ Yes \_\_\_\_ No

If Yes, please provide estimated premium \_\_\_\_\_

Signatures below indicate that conditions in this form are accepted.

Lender \_\_\_\_\_

Date \_\_\_\_\_

Borrower \_\_\_\_\_

Date \_\_\_\_\_

Please sign both original copies of the form. Return one copy to Museum of Mortality Administrator. Thank you

THIS LOAN IS GOVERNED BY THE CONDITIONS PRINTED BELOW

### CONDITIONS GOVERNING LOANS CARE AND PRESERVATION

The Museum of Mortality will exercise the same care with respect to handling and exhibiting items on loan as it does in the safekeeping of comparable property of its own. Objects will be protected at all times from excessive light, unfiltered artificial or natural light, and heat, humidity, or dry conditions. Unless otherwise specified, works on paper will be exposed only to light levels measuring 10foot candles or less. Works will not be unframed or removed from mats, mounts, or bases, nor cleaned, repaired or altered in any way except with the express written permission of the Lender.

### TRANSPORTATION AND PACKING

Costs of the handling and transportation of loans will be borne by Museum of Mortality. Packing will be done by the lender and the same or comparable packing will be provided for the return. Shipping arrangements can be made only by the Administrator or Director, Museum of Mortality. Methods used must be agreed upon in advance by both Lender and Museum of Mortality.

### INSURANCE COVERAGE

Unless the Lender expressly elects to maintain his/her/its own insurance coverage, Museum of Mortality will insure invited loans wall-to-wall under its policy against all risks of physical loss or damage from any external cause while in transit and on location during the period of the loan. Museum of Mortality insures loans at the valuation specified by the Lender. The insurance coverage contains the usual exclusions of loss or damage due to such causes as wear and tear, gradual deterioration, moths, vermin, inherent vice, war, invasion, hostilities, insurrection, nuclear reaction or radiation, confiscation by order of any government or public authority, risk of contraband or illegal transportations and/or trade, and any repairing, restoration, or retouching authorized by the Lender. If the Lender elects to maintain his/her/its own insurance, the insuring company must furnish a certificate naming Museum of Mortality as additionally insured or issue a waiver of subrogation against same for the duration of the loan period. Without the certificate, Museum of Mortality are automatically held to be co-insured and subrogation waived for the duration of the loan.

### RIGHTS TO REPRODUCTION AND PHOTOGRAPHY

Museum of Mortality will photograph loans only for record, publicity, or educational purposes. It is understood that the general public may photograph without the use of flash works while on exhibition only for non-commercial, educational purposes.

Permission to reproduce for publicity, educational, and other non-commercial purposes is assumed unless Museum of Mortality is notified in writing to the contrary.

### PERIOD OF LOANS

Museum of Mortality will assume responsibility for loans during the period specified on the face of this form with time allowed for shipping and handling. Loans may be withdrawn from exhibition by the Administrator or President of Museum of Mortality, at any time, at their discretion. The Lender must give 30 days notice in writing for the recall of loans. Unless Museum of Mortality is notified in writing to the contrary, loans will be returned only to the owner or his or her duly authorized agent, so identified in writing, to the address stated on the face of this agreement. Notification of a change of the Lender's address or of a different address for the return of loans must be made in writing to the Registrar, Museum of Mortality, prior to the expiration date of the loan. If Museum of Mortality is unable to contact the Lender within one month following the expiration of a loan, and no special arrangements have been made for the return of the work, then the loan will be placed in storage at the Lender's risk and expense. If after seven years item (s) has not been reclaimed, the Lender shall be deemed to have made it an unrestricted gift to Museum of Mortality.

### PROVENANCE

By signing this agreement, the Lender confirms that to the best of his/her knowledge he/she/it has clear title to the loaned objects and no part of the provenance of any of the works conflicts with import laws, endangered species legislation, Native American legal issues, Nazi/World War II era legal issues and/or national or state civil or criminal laws

Lender initials \_\_\_\_\_

By initialing you are agreeing that you have read and understood all the terms and conditions stated with in this form on page 3 and 4.