Exhibition Title:

Exhibition Dates:

Install Date: Teardown Date:

Display Location:

Incoming Loan Agreement Form



Contact Name/Title:

Lending Institution/Individual:

Address of Lender:

Telephone: Alternate:

Email: Fax:

Artist Name:

Place of Birth: Date of Birth:

Title:

Date of Object: Medium:

Size: Edition:

Insurance Value: ACC#

**CONDITIONS OF LOANS TO ROCKFORD PARK DISTRICT**

1. Artist acknowledges that the loaned artwork that is housed in the tropical exhibition area will be in contact with water, humidity, heat and sun and can withstand such conditions. (Artwork in the lobby and meeting room will be at standard household temperature/humidity)

The Rockford Park District (RPD) agrees to treat the loaned object as if it were the property of the RPD.

2. The RPD agrees to use the object only in the manner set forth in this form and will not lend to a third party unless agreed upon in writing with the lender.

3. The period of the loan shall be the duration of the exhibition as indicated on the face of this form, plus the time required to ship the object to the RPD, prepare the object for return shipment, and return shipment of the object.

4. The lender shall carry their own insurance on the object(s), they must present proof of insurance certificate prior to loan period. The RPD should be listed as additional insured.

5. Any damage to the object will be reported to the lender as soon as possible and no actions will be undertaken without the approval of the lender. If immediate action is called for and the Rockford Park District cannot reach the owner for approval, the RPD will undertake to act in the best interest of the owner in line with contemporary standards in art conservation.

6. The RPD agrees to acknowledge the loan by crediting the lender on the object label and in any published checklist, unless otherwise specified.

7. Should ownership of loan change during the course of the loan for whatever reason, the lender and new owner must notify the Rockford Park District of the changes in writing. The new owner may be required to show proof of legal ownership of the loaned object.

8. This agreement may be amended by the mutual consent of both parties at any time during the loan period.

9. Unless arrangements to the contrary are made at the time of the loan, the RPD requires a thirty day notice by the lender for the removal of the loan. The RPD will also give a lender a thirty day notice if they intend to terminate a loan agreement.

Signature of Lender: Date:

Signature of RPD Representative: Date:

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