



117 MAIN ST. | KENNEBUNK, ME 04043

### BICENTENNIAL ARTWORK LOAN FORM

Name of Lender: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

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

Object lent for (check one): Exhibition  Other (explain) \_\_\_\_\_

Lending period from: \_\_\_\_\_ to: January 2021

The object(s) listed below is/are loaned to The Brick Store Museum under the conditions printed on reverse of this page.

Object Number	Title of Work / Medium / Measurement	Insurance Value
N/A		

If more room is needed, please attach a separate page

This loan-in transaction has been approved by: \_\_\_\_\_  
Executive Director, Brick Store Museum

RECEIVING: The Brick Store Museum: \_\_\_\_\_  
Printed name and Title of Staff person receiving object

X \_\_\_\_\_  
Signature of Staff person receiving Object Date

X \_\_\_\_\_  
Signature of Lender Date

RETURNING: X \_\_\_\_\_  
Signature of Brick Store Museum Staff member returning object Date

X \_\_\_\_\_  
Signature of Lender Date

# CONDITIONS GOVERNING LOANS

## LOAN PERIOD

1. Loaned objects shall remain in the possession of the Brick Store Museum for the time specified on the face of this loan agreement, but may be withdrawn from exhibition at any time by the Director. Loans will be returned only to the lender or his or her duly authorized agent or representative.
2. The Museum will give reasonable notice in writing if it desires to have any object taken back by the lender, and the Museum will make reasonable efforts to return the objects to the lender.
3. Loans may be removed from the Museum by the lender or his or her duly authorized agent or successor in interest after reasonable notice and the delivery of the lender's written order.

In the case of the death of a lender, the legal representative of the deceased is requested to notify the Museum giving his full name and address and enclosing a certified copy of his authority.

In the event that an object, the ownership having meanwhile passed by sale, bequest or gift, is not to be returned to the original lender, the new owner must establish, in advance of such return, his authority to receive it.

## COSTS

4. All costs of insurance, packing, crating, transportation and customs formalities will be borne by the Brick Store Museum.
5. If the loaned objects are to be returned, at the lender's request (without prior written agreement), to any address other than that from which they were collected, the Museum may ask the lender to pay any additional cost necessitated by such change.

## INSURANCE

6. Unless the lender expressly elects to maintain his or her own insurance, the Brick Store Museum will insure this loan wall-to-wall under the terms of its fine arts policy, for the amount indicated on the face of this loan agreement.

If the lender elects to maintain his own insurance, the Brick Store Museum must be supplied with a certificate of insurance naming the borrower as additionally insured or waiving subrogation against the borrower. Otherwise, this loan agreement shall constitute a release of the borrower from any liability in connection with the loaned property. The Brick Store Museum can accept no responsibility for any error or deficiency in information furnished to the lender's insurers or for lapses in coverage.

The lender agrees that in the event of loss or damage, recovery if any, shall be limited to such amount as may be paid by the insurer, hereby releasing the Museum, its officers, agents and employees from liability for any and all claims arising out of such loss or damage.

7. In respect to an object which has been individually fabricated and can be replaced to the (living) artist's specifications, the Museum's liability shall be limited to the cost of such replacement.

## CARE AND HANDLING AND CREDITS

8. The Brick Store Museum will exercise the same care in respect to loans as it does in the safekeeping of comparable property of its own.
9. If damage or deterioration is noted, the lender will be notified at once. Should damage occur in transit, the carrier will also be notified and all packing materials saved for inspection.
10. Loaned objects shall remain in the condition in which they are received. They shall not be unframed, unglazed or removed from mats, mounts or bases, cleaned, repaired or transported in damaged condition except:
  - a. with the express permission of the lender to be confirmed in writing
  - b. when the safety of the work makes such action imperative.

11. The loaned objects will be identified by the use of the information on the face of this form including the lender's identification as listed.

## CONSIDERATION FOR ACCESSION TO THE BRICK STORE MUSEUM COLLECTION

12. All objects offered for accession to The Brick Store Museum Collection must be evaluated by The Brick Store Museum Collections Committee.

The signature below indicates the conditions of this loan as stated above are accepted.

X \_\_\_\_\_  
Borrower (representative of the Brick Store Museum)

\_\_\_\_\_  
Date

X \_\_\_\_\_  
Lender (authorized representative)

\_\_\_\_\_  
Date