



Borrower Contact Details

Institution Name			
Contact Name / Position			
Address	Phone		
	Fax		
	Mobile		
Email			

Summary

This agreement sets out the conditions for the outgoing loan of the object/s itemised in the schedule at the conclusion of this document.

Object Details

Purpose of Loan	
Exhibition Title	
Dates of Exhibition	
Period of Loan	
Total Insurance Value	

OUTGOING LOAN AGREEMENT CONDITIONS

1. Protection of Item/s

The Borrower will, at all times, ensure that the item/s listed below are protected against loss or damage. Should loss or damage occur, the lender will be informed immediately and in detail.

2. Period of Loan

The Borrower takes full responsibility for the collection and return of the borrowed item/s to the lender within the dates specified above. Written approval will be sought from the Lender for any extension to the period of loan.

3. Insurance

The Borrower will insure the borrowed item/s for the amount specified under the heading 'Total Insurance Value' stated above under an all-risk, 'wall to wall' policy subject to the following standard exclusions: ordinary wear and tear; vermin or inherent vice; repairing, restoration or retouching processing; hostile or warlike action. Prior to the collection of the item/s the Borrower will, if requested, provide the Lender with a Certificate of Insurance.

4. Packing and Transportation

Items will be packaged and transported using safe methods which have been approved in advance by the Lender. Heritage New Zealand will, at all times, protect items from inclement weather whenever the items are in transit. Repacking will be done by the same methods as the item/s were received. Any special instructions given by the Lender will be followed in detail.

5. Environment

The Borrower must protect the borrowed item/s from excessive environmental conditions at all times. All works on paper or canvas, and textiles, must be protected against fading, scorching and cockling by sunlight, strong artificial light, fluorescent light or proximity to heat sources. Any mounting instructions specified by the Lender must be followed.

6. Credit

The Borrower will acknowledge the Lender as indicated under the heading 'Credit Line' as per the Schedule below. This may take the form of exhibition labels, catalogue, or permitted reproduction of the borrowed item/s.

7. Copyright and Reproduction

As per the New Zealand Copyright Act, 1994, the Borrower will endeavour to ensure that no member of the public photograph or reproduce the item/s listed below without prior permission, except for the purposes of criticism and review consistent with the provisions of the New Zealand Copyright Act, 1994. Further requests for photography of the listed items will be directed to the Lender.

8. Damage to Borrowed Item/s

The Lender will receive immediate notification from the Borrower of any loss or damage. Should damage have occurred during transit to the Lender by an external carrier, the carrier must be notified at once, and all packing materials must be saved until Borrower and the carrier have inspected the item/s, materials and damage.

9. Claims

The Lender must notify the Borrower of any claims to the item/s arising from the loan within seven days of the return of the item/s. The Borrower is absolved of liability for damages to the item/s if such damages are not notified to the Lender within seven days of the return of the item/s.

10. Return of the Borrowed Items

At the end of the loan period, the borrowed item/s must be returned to the Lender according to an agreed method of transportation and schedule, as approved by the Lender.

11. Costs

All costs associated with the packing, transportation and display of the borrowed items will ordinarily be met by the Borrower; or as agreed in writing by both parties.

I have read and agreed to the loan conditions and certify that I have full authority to enter into this agreement

Signed _____

Name _____

Position _____

Date _____

Heritage New Zealand acknowledgement

Signed _____

Name _____

Position _____

Date _____

Please sign and return both copies for signature by an Heritage New Zealand representative as soon as possible. A copy will then be forwarded to you for your records.

