Liskeard & District Museum

Loan Out No.:
Accession No.:
Entry Form No.:

Loan-out Agreement for accessioned objects between Liskeard and District Museum, Foresters Hall, Pike Street, Liskeard PL14 3JE and

Borrower:	Address: Post code:	Phone: Email:	Contact name if institution:

Name of object:				
Brief description:				
Number of separate components comprising object:				
Condition of object (tick box):	As new	Good	Fair	Photo taken?
Notes on condition:				
Value for insurance: £0-£20, £21-£50, £51-100, £101-£500 More than £500 (circle one) Insurance arrangements: Proof of insurance seen and photocopied: YES NO Not applicable (circle)				
Purpose of loan:				
Duration of loan:	From	To	Total days	
Location where object is to be displayed:				
Special conditions of loan: • The object shall be prepared for display by the Museum and placed in a locked portable display case. The keys will be retained by the Museum. •				
Arrangements for transport, including cost liability:				
Photographs: May be taken May not be taken (circle one) Any photographs used for publicity should be acknowledged as follows: 'Kindly lent by Liskeard & District Museum'				

Liskeard & District Museum (Liskeard Town Council), the LENDER, being the legal owner, agrees to lend without charge the object(s) specified above to the Borrower for the stated period of time in accordance with the attached the Terms and Conditions of this loan.

Signed for and on behalf of Liskeard & District Museum_____ Date _____

I, the BORROWER, accept the attached Terms and Conditions and agree to borrow the object(s) specified above, for the stated period of time.

Signed _____Name (Please print) _____ Date _____

RETURN

Condition of object: _____

We agree the object has been returned in the above condition.

Signed the BORROWER _____Date_____

Signed for and on behalf of Liskeard & District Museum _____Date _____