Loan Agreement

Abingdon County Hall
Museum
Market Place
Abingdon
OX14 3HG

Lender's name: James Etienne

Address:

Borrower's name: Abingdon County Hall Museum

Address: Market Place
Abingdon
OX14 3HG

Purpose of the loan:

To be part of the long-term display at Abingdon County Hall Museum.

Loan objects

[can have a brief description here, with a detailed list as appendix]

Duration of the loan:

The Borrower agrees to accept the loan for 30 years from […], with a review of the loan every 5 years. Both parties agree not to terminate the loan agreement for the first 10 years of the loan [put date here], except either party may serve notice to terminate the loan agreement giving a minimum of 6 months' notice if either party is found to be in breach of the loan conditions.

In case of the death of the Lender, the Lender's estate agrees to honour the loan agreement, taking on the role of the Lender under the same conditions.

Conditions

1. The Lender will inform the Borrower of a change of details, including but not limited to a change of name or address.

2. The Borrower will inform the Lender of a change of details, including but not limited to a change of name or address.

3. The Borrower will inform the Lender of any loss or any damage of whatever nature including any discovered on first receipt.

4. The Borrower will provide all reasonable access to loan objects to staff or agents of the lender, for example for inspection, conservation and research. Visits will be arranged in advance with consideration of the convenience of all parties.

5. The Borrower will ensure that the objects are maintained in a suitable condition for display. Dusting may be carried out, but no conservation, repair or extensive cleaning may be carried out without the prior written permission of the Lender.

6. The objects may be handled, moved or cared for by staff or agents of the Borrower in accordance with best practice for their permanent collection.

7. All third-party requests relating to the loan objects will be referred to the Lender unless specific license is given to the Borrower, including but not limited to copyright. The Borrower will not lend the objects to a third party, or otherwise remove them from the specified loan venue except in an emergency.

8. Photographs or other reproductions of the objects must not be made for commercial purposes by the Borrower or other parties without the prior permission of the Lender. Photographs may be taken by the Borrower for record purposes and for purposes of exhibition publicity. Photographs may be taken by visitors for private study unless it is prohibited by a further condition below.

Costs

The costs for preparation of the specimens are borne by the Lender.
Transport will be undertaken by the Lender.
The costs for building the display, including specialist materials for mounting, are borne by the Borrower.
Any conservation/restoration costs incurred during the duration of the loan are borne by the Borrower.

All costs related to the loan shall be confirmed in advance. Neither party to this agreement shall make any financial or other commitments on behalf of the other party without previous agreement.

Insurance

Valuation of the loan is made by the Lender and agreed by the Borrower.

The loan shall be covered by the Borrower's Government Indemnity against all risks, with the usual standard exclusions such as wear and tear, inherent vice or pre-existing flaw, damage through cleaning and restoration work, war or war-like actions. In the case of loss or damage, the Lender must be informed immediately.

Environment and Security

1. The objects will be kept in a secure building in areas adequately protected against extremes of temperature, humidity, light and vibration. The objects will be kept in areas in which conditions are monitored regularly.

2. The loan objects will be under regular surveillance by the Borrower's staff whilst open to the public.

3. The objects will be kept in secure display cases. The Borrower will provide purpose-built cases compliant with industry standard and indemnity requirements.

4. The objects will be handled as little as possible.

Reproduction and Publicity

1. The Borrower may create and use images of the loan objects for museum activities, including but not limited to exhibition interpretation, exhibition catalogues, educational and marketing material.

2. Photographs or other reproductions of the objects must not be made for commercial purposes by the Borrower or other parties without the prior permission of the Lender.

3. The Borrower may not grant publishing rights to a third party.

3. The press may photograph the loan as part of the exhibition, for advertising purposes or to document a general view.

4. Loans may be filmed for exhibition publicity. Filming must be supervised at all times.

5. Photographs may be taken by visitors for private study.