

 **Sutherland Shire Historical Society** Inc

 ABN: 17083299572

 PO Box 389, Sutherland, NSW 1499

 Website: [www.shirehistory.org](http://www.shirehistory.org)

 Email: shirehistory@gmail.com

Inward loan agreement

Lender’s object no:

Borrower’s object no:

Object description: Please attach a photograph and include dimensions, any flaws

Object condition:

Lender’s name:

Organisation:

Address:

Phone:

Email:

Loan purpose:

Loan period:

Date of receipt:

Return date:

May the Museum reproduce this object in publications and for publicity purposes?

Yes □ No □

Do you elect to maintain your own insurance? (Value to be negotiated in the event of loss or damage)

Yes □ No □

May the Museum have permission to 1. clean your loan or

 2. do any restoration work?

Yes □ No □

What is the recommended procedure for movement/display?

What is the recommended procedure for packing/transport?

Conditions of loan

* *Sutherland Shire Historical Society* will exercise the same care and respect to this loan as it does in the safekeeping of its own property.
* Loans shall remain in the possession of *Sutherland Shire Historical Society* for the time specified on the form, but may be withdrawn from exhibition before the end of the loan period through negotiation or consultation with the lender..
* Unless the lender elects to maintain their own insurance coverage, *Sutherland Shire Historical Society* will insure this loan for the current market value, against all customary risks of physical loss or damage from external cause while in custody of *Sutherland Shire Historical Society* during the period of the loan.
* If the lender maintains their own insurance *Sutherland Shire Historical Society* must be supplied with a certificate naming *Sutherland Shire Historical Society* as additional insured or waiving subrogation against *Sutherland Shire Historical Society*
* Otherwise the loan agreement shall constitute a release of *Sutherland Shire Historical Society* from any liability in connection with the loaned property. *Sutherland Shire Historical Society* does not accept responsibility for any error or deficiency in information furnished to the lender’s insurers or for lapses in coverage.

Signature of lender:

Date:

(Two copies of this form are to be signed. One retained by lender and one by the museum).

Date of return:

Received by:

Condition of receipt: