

Loan Agreement Form

**Western Kansas Art “Hang-In” 2018
June 3, 2018 through June 24, 2018**

I **own** the item(s) listed on the previous page and do hereby loan the same to the Stauth Memorial Museum, a nonprofit corporation located at 111 N Aztec, Montezuma Kansas, in order that these items may be used for the exhibition **Western Kansas Art “Hang-In” 2018**. It is my understanding that these items will be used to enhance this exhibition and only for that purpose.

Loan period will be:

1. From date received as signed on this document by the Artist/Lender,
2. through the duration of the exhibition which is **June 3, 2018 through June 24, 2018**
3. until item(s) is/are reclaimed by Artist and signed below indicating item(s) received.

Care and Preservation:

1. The Stauth Memorial Museum will give loaned objects the same care as property of its own and provide protection against fire, theft, mishandling, dirt, pest damage and environmental extremes. The museum will not be responsible for gradual inherent deterioration or for damages suffered by the artwork if hanging device is not sufficient to accommodate the weight of the object or because of instability in the making of the object.
2. Evidence of damage will be reported immediately to the Artist.
3. No alteration, restoration or repair will be undertaken without the Artist's prior permission.
4. The lender agrees that objects are in such condition as to withstand necessary handling and exposure for the duration of the exhibit.

Insurance:

1. The Lender must maintain his or own insurance coverage on each item, the museum may request a certificate of insurance naming the museum as additional insured's, or waiving rights of subrogation. The museum will not be responsible for any error or deficiency in information furnished to the Lender's insurer, or for lapses in coverage.
2. It is the responsibility of the Lender to update insurance valuation.

Photography:

1. Permission to photographically reproduce in museum publications, for publicity and for educational purposes is assumed unless otherwise stated by the Lender.
2. Objects on exhibit may be photographed by the general public.

Return of loaned items:

1. Objects may be withdrawn from exhibition if hanging device is not sufficient to accommodate the weight of the artwork and the artwork falls off the wall or if instability interferes with object display. The Lender will be called to come and correct the hanging/display problem or take the object out of the exhibition.
2. Stauth Memorial Museum will release the objects only to the Artist and this Loan Agreement must be signed by the Artist for item to be released .
3. Items will be picked up from Stauth Memorial Museum no earlier than **4:30PM Sunday, June 24, 2018** and no later than **4:30PM, Tuesday, June 26, 2018**.

Date Item Received

Artist Signature at Delivery

Artist Signature at Return of Item

Due to legal issues facing other museums, as of 7/1/05 all art/artifacts/objects cannot be received by the Stauth Memorial Museum from anyone other than the LEGAL OWNER! No exceptions! Proof of ownership may be required on some item(s). Loan Agreements are to be signed by the LEGAL OWNER at the time the objects are delivered to the Stauth Memorial Museum and again when the objects are returned to the LEGAL OWNER! We are sorry for any inconvenience this may cause and realize some objects may not be eligible for display because of this new guideline!