



LAKE METROPARKS

Loan Agreement Policies

LENDING PERIOD

Objects lent to Lake Metroparks shall remain in its possession for the time specified in this agreement unless specific written arrangements are made for the extension of the loan. Objects may be withdrawn from exhibition only by mutual consent of the artist and the Lake Metroparks designated representative, in writing and signed by both parties.

CARE AND PRESERVATION

Lake Metroparks will give objects left in its custody the same care provided similar property of its own. Evidence of damage to objects at the time of receipt or while in Lake Metropark's custody will be reported immediately to the lender. The lender certifies that the objects lent are in good condition and will withstand ordinary strains of packing and transportation. If required for installation, Lake Metroparks maintains the right to replace or adjust existing hardware used for hanging or installing, at artist's expense.

TRANSPORTATION AND PACKING

Costs of transportation and packing will be borne by Lake Metroparks unless the loan is at the lender's request. The method of shipment must be agreed upon by both parties, in writing and signed by both parties.

INSURANCE

Lenders shall maintain their own insurance for the full value of the object(s), including possible loss and/or damage during transportation to or from Lake Metroparks. If the lender requires additional coverage, such requirement must be in writing and attached to this agreement at the time of signing by both parties. Any additional cost of insurance will be at the lender's expense. The lender agrees that, in the event of loss and/or damage, recovery shall be limited to such amount, if any, as may be paid by the insurers hereby releasing Lake Metroparks, the Board of Park Commissioners, officers, agents and employees of

Lake Metroparks and each of the participants from liability for any and all claims arising out of such loss and/or damage. Lake Metroparks cannot accept responsibility for any error or deficiency in information furnished to the insurers or for any lapses in coverage.

PUBLICITY AND PHOTOGRAPHY

Unless permission is denied in writing by the lender, it is understood that the objects on loan may be photographed, telecast and reproduced in Lake Metropark's publications and for publicity purposes connected with this exhibition and that slides of it may be made available for education use.

RETURN OF LOANS

Upon expiration of the loan, the object(s) will be released to the lender according to lender's express written instructions. If, after sixty (60) days, Lake Metroparks is unable to contact the lender following expiration of the loan and no special arrangements have been made for the return of the loan, the object(s) will be placed in storage at the lender's risk. There will be a charge of \$25 per day for storing the object and if the object is not picked up after 30 days the object can then be sold with the proceeds to go towards any unpaid storage charges and then the remainder of the money will be returned to the owner. In case of change of legal ownership during the loan period, the new owner will be required to establish his, her or its legal right, title and interest in and to such object(s) by proof satisfactory to Lake Metroparks.

SALES

Lake Metroparks will retain a 30% commission on the sale of any object(s) sold on Lake Metropark property. Only checks made out to the lender/artist will be accepted. Lake Metroparks will hold any checks until the close of the exhibition unless otherwise directed in writing by the lender/artist.



LAKE METROPARKS LOAN AGREEMENT

For materials to be displayed in Lake Metroparks facilities

Materials (objects) loaned to Lake Metroparks; attach detailed inventory sheet.

Loaned by:

NAME: _____

ADDRESS: _____

LOAN PERIOD: _____

DISPLAY LOCATION: _____

SPECIAL COMMENTS/CONDITIONS:

It is understood that loaned material will be kept in a public building that is locked at night and has an alarm system. While on exhibit, the loaned material will be displayed in a secured display case if practical and space is available. It is further understood that the lender/artist assumes the risk of damages and/or destruction by fire, smoke, water, theft, vandalism, etc. when loaning material to Lake Metroparks. All terms and conditions of the loan agreement policies attached hereto are incorporated herein and made part of this loan agreement.

I (we) understand these conditions and agree to loan the above described materials (objects) to Lake Metroparks in accordance with these conditions.

The following should be completed if the item(s) will be made available for sale.

Sales: Lake Metroparks will retain _____% commission on the sale of any piece sold on Lake Metroparks property. One check make payable to the artist and one to Lake Metroparks.

SIGNED (CONSIGNOR): _____ DATE: _____

RECEIVED BY: (LMP EMPLOYEE) _____ DATE: _____

LAKE METROPARKS EXECUTIVE DIRECTOR: _____ DATE: _____

Rev. (1/15 TC)



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Detailed Inventory Sheet

Please submit this form when artwork is dropped off or send a copy of this form to:
Penitentiary Glen Nature Center, 8668 Kirtland-Chardon Rd., Kirtland, Ohio 44094

TITLE	MEDIUM	SIZE	CONDITION	PRICE	SOLD (Y/N)	DATE & INITIAL PICKED UP

NAME		TELEPHONE	
ADDRESS		STATE	ZIP