



Vermont History Center
60 Washington Street
Barre, VT 05641-4209
802.479.8500

VHS Museum
Pavilion Building
109 State Street
Montpelier, VT 05609-0901
802.828.2291

OUTGOING LOAN AGREEMENT

Borrower

Name:

Telephone:

Address:

Exhibit and dates:

Pick up and return dates:

Other information:

Description of item(s):

INSURANCE – Unless the Vermont Historical Society (VHS) elects to maintain its own coverage, the borrower will insure the object/s for the period of the loan at the insurance valuation indicated. Conditions are shown on the reverse.

VHS will insure _____ Borrower will insure _____ Insurance valuation _____

PUBLICITY- If the VHS retains the copyright on this object, permission to reproduce in any form, including, but not limited to, still photography, painting, motion pictures, or videotape must be obtained in advance in writing from the Director of the Society.

VHS retains the copyright. _____

Credit should read: _____

SHIPPING AND SPECIAL INSTRUCTIONS:

CONDITIONS

1. The Vermont Historical Society (VHS) requires the borrower to accord the borrowed object ("the work") the same protection and care it would receive in the Museum.

The borrower agrees to meet the shipping and special instruction as noted on the face of this form.

2. Upon receipt and prior to return of the objects, the borrower shall make a written record of condition. In the event of loss or damage the borrower shall also contact VHS immediately by telephone.

3. The work shall be returned by the borrower at the time specified; except VHS reserves the right to withdraw the loan at any time should its safety be endangered. It further reserves the right to request the work's return on seven (7) days notice, although the loan period is not terminated. No extension of the loan or sub-loan will be granted without the written consent of VHS.

4. Unless VHS elects to maintain its own coverage, the work will be insured under a Fine Arts Policy door to door at the expense of the borrower in the amount of the insurance valuation shown on the reverse. The borrower will furnish a certificate of insurance naming VHS as an additional insured prior to shipment of the objects. If VHS maintains its own coverage under its Fine Arts Policy, the borrower will pay costs of providing such coverage for this loan unless other arrangements are made by VHS.

Insurance costs to be charged the borrower: _____

5. Additional Conditions:

THE CONDITIONS OF THIS LOAN AS STATED ABOVE AND ON THE REVERSE ARE ACCEPTED:

Borrower's authorized signature _____

Date: _____

VHS authorized signature _____

Date: _____

Returned: _____ Date: _____