



Pitstone Green Museum

Pitstone & Ivinghoe Museum Society

Registered Charity Number 273931

FIXED TERM LOAN AGREEMENT

Loan of objects to the Museum by other parties

LIST OF ITEMS ON LOAN

Name of item

Condition

Reference no. allocated (MODES)

Name of lender..... Address.....

[PRINT]

Telephone no. (landline).....Post code.....

Period of loan from..... to.....

I agree to lend the above items to Pitstone Green Museum for the period stated and I agree to the conditions listed below.

Signature of lender..... Date.....

Signature of Archivist..... Date.....

Lender notified in writing of end of loan period. Signed.....Archivist. Date.....

Signature of lender in receipt of items loaned if loan not renewedDate.....

Outcome	Items removed from Museum by lender.)
	Loan renewed for further period.) DELETE AS APPROPRIATE
	Items remain within Museum 180 days after lender notified.)

Conditions of acceptance of loan

Whilst every reasonable care and attention is paid to items on loan to it, the Museum does not accept any responsibility for loss or damage to items however caused. It is the responsibility of the person loaning the items to ensure that they are displayed, or stored, under conditions that are acceptable to themselves.

This agreement can be terminated by either party in writing giving 90 days notice, or at any notice providing both parties agree to this.

It is the responsibility of the owner of the items to remove them from the Museum at the termination of the loan period; if after a period of 180 days after the end of the loan period, and following a letter from the Museum advising the lender of the termination of the loan period, the items have not been removed from the Museum those items will be deemed to belong to the Museum.