



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: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____

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. (1/17 TC)