



76 Bellevue Avenue
Newport, RI 02840

401.848.8200
newportartmuseum.org

INCOMING LOAN AGREEMENT

PURPOSE/EXHIBITION: _____
Dates: _____
Lender: _____
Address: _____
Phone: (home) _____ (business) _____ Email: _____
Credit: _____
(Exact form in which credit should appear on labels, catalogue, etc. or indicate Private Collection)

DESCRIPTION OF LOAN: _____
Artist: _____
Title/Description: _____
Medium or materials: _____ Date of work: _____
Size H: _____ W: _____ D: _____ Frame/Overall H: _____ W: _____
Condition of work: _____

PHOTOGRAPHY
Note: Unless specified it is understood that the Museum has permission to photograph the work for educational and publicity purposes. Please indicate all others that apply.
No Photography _____ Visitor Photography Allowed _____

INSURANCE
To be carried by NAM? _____ Yes _____ No Value _____
To be carried by lender? _____ Yes _____ No If yes, what is the estimate of the insurance premium? _____

SHIPPING
Via: _____
To arrive on or before: _____
To be returned on: _____
Special instructions for packing, handling, installation, display: _____

SIGNATURE
Lender's Signature: _____ Date: _____
Newport Art Museum Signature: _____ Date: _____
Release of object(s) in good condition acknowledged: _____ Date: _____
Receipt of object(s) in good condition acknowledged: _____ Date: _____
Return of object(s) in good condition acknowledged: _____ Date: _____
Receipt of object(s) in good condition acknowledged: _____ Date: _____

CONDITIONS GOVERNING LOANS

The Newport Art Museum will accept works of art/objects related to a temporary exhibition or special event and/or other purposes sponsored by the Museum, on loan for specified periods, as stated on the Incoming Loan Agreement Form.

1. Loans will be requested from the individual or organization by the Museum Director or Curator.
2. A loan agreement form will be prepared stating the conditions of acceptance of the loan, and its duration, for the signature of the owner of the loaned work(s)/object(s), or his or her agent.
3. The Newport Art Museum will insure the work wall-to-wall under its fine arts policy for the amount specified by the lender against all risks of physical loss or damage from any external cause while in transit and on location during the period of this loan; provided however, that if the work shall have been industrially fabricated and can be replaced to the artist's specifications, the amount of such insurance shall be limited to the cost of such replacement. If no amount shall have been specified by the lender, the Museum will insure the work at its own estimated valuation. If the lender chooses to maintain his own insurance, then, prior to the shipment of the work, the Museum must be supplied with a certificate of insurance.
4. Transportation for and packing of the work(s)/object(s) will be arranged in consultation with the lender.
5. If damage or deterioration is noted, the lender will be notified at once. Should damage occur in transit the carrier will be notified and all packing materials saved for inspection.
6. Lent objects shall not be unframed, unglazed or removed from mats, mounts or bases, cleaned or repaired without the permission of the lender to be confirmed in writing.
7. Lender agrees that he will not withdraw loan during the period of this agreement without prior consent of the Museum Director or Curator.
8. If legal ownership of the work shall change during the period of this loan, whether by reason of death, sale, insolvency, gift or otherwise, the new owner may, prior to its return, be required to establish his legal right to receive the work by proof satisfactory to the Newport Art Museum.