

COMMUNITY ARTS AGENCY

[ADDRESS]
[CITY, STATE ZIP]
[Tel Fax]

LOAN AGREEMENT

Return this Agreement to: _____

Exhibition Title: _____

Venues (CAA) and Dates: _____

Lender: _____

Address: _____

Telephone: _____ Fax: _____

Name Address and Telephone (if different from above) for collection and return: _____

Exact form of Lender's Name or Credit Line for exhibition label, catalogue, and other publications:

Artist Name or Attribution: _____

Title of Work: _____

Medium and Support: _____

Date of Work: _____ Inventory Number: _____

Signature, Other Inscriptions, and Their Location on Work: _____

CIRCLE ONE:

Dimensions
(without mat, frame or base)

Height _____
Depth _____

Width _____
Weight* _____

Dimensions
(with mat, frame or base)

Height _____
Depth _____

Width _____
Weight* _____

*Sculpture

CONDITIONS

INSURANCE

CAA will exercise the same care with respect to the Work as they do in the safekeeping of their own works. CAA will arrange for the insurance of the Work on a nail to nail basis for the value stipulated below, using standard fine arts commercial insurance and/or United States Government indemnity.

Insurance Value of the Work (U.S. Dollars): \$ _____

The Lender agrees that in the event that the Work is lost or damaged, recovery, if any, will be limited to an amount as may be paid by the insurer plus any deductible, hereby releasing CAA from any further liability for claims arising out of any loss or damage. If the Lender elects to maintain his/her own insurance, CAA must be supplied with a certificate of insurance naming CAA as additional insureds under the Lender's policy or waiving subrogation against the Borrowers. If the Lender elects to maintain his/her own insurance, this shall constitute a release of CAA from any liability in connection with the Work. CAA will accept no responsibility for any error or deficiency in information furnished to the Lender's insurers or for lapses in coverage.

PHOTOGRAPHY AND REPRODUCTION

Lender authorizes CAA to photograph, reproduce, and publish images of the Work in any medium for archival, insurance, educational, and publicity purposes. Yes ___ No ___

Please send one black-and-white photograph of the work. If a photograph is not available, where can CAA obtain one? _____

SHIPPING

Date Work due at CAA: _____
(Month/Day/Year)

Community Art Agency assumes all costs of packing and transportation of the work, and will contact the Lender approximately three months before the opening of the exhibition to make necessary shipping arrangements.

SIGNATURES

The Lender declares that he/she has full authority to make this loan, that the information listed above is correct, and that he/she has read and accepts the conditions of this Agreement.

Name: _____
(Lender or Authorized Agent)

Signed: _____ Date: _____

Community Art Agency

Signed: _____ Date: _____