

PENLEE HOUSE GALLERY AND MUSEUM

STANDARD CONDITIONS OF LOAN

Penlee House Gallery and Museum (Penzance Town Council) will only agree to loan objects that are considered fit for travel.

Where an object requires conservation treatment before it can be loaned, Penlee House will require all costs incurred to be paid by the borrowing institution.

Once the loan has been arranged, the borrower is required to ensure that all good care is taken of the object/s.

Penlee House Gallery and Museum will supply an accurate Condition Report that will accompany the object/s. Any changes to the condition must be reported **immediately** to Penlee House and recorded on the Condition Report.

The borrower must obtain permission from Penlee House before altering any aspect of the object or its packing.

On arrival, the object should be allowed to acclimatise inside its crate for a period of at least 24 hours before being unpacked.

The object/s may only be displayed in galleries where environmental conditions are maintained at stable levels. Unless otherwise specified, humidity should be kept at 55% +/- 5 % and temperature within a range of 18°-22°; lighting levels should be at a maximum of 250 lux for oil paintings, 50 lux for works on paper or fabrics.

All wrapping/packing must be retained for the specific work, which must be packed in the same way for the return/onward journey.

Any relevant customs documentation must be arranged and completed by the borrower.

All costs incurred (unless otherwise agreed), including packing, transportation, etc must be paid in full by the borrower.

Where Penlee House consider it necessary to send a courier with the loaned object/s, all travelling and out-of-pocket expenses for the courier must be met by the borrowing institution.

Each object will be insured "nail to nail" by the borrower at a value agreed by Penlee House: confirmation of such cover should be received by Penlee House prior to the loan.

Copyright/publication rights and photography costs for use of images in any accompanying publication should be negotiated separately.

I agree to abide by the standard terms and conditions as specified above

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Signed

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Print name

.....
Institution