

Picture Lending

Registration

Borrower's details

First name

Last name

Date of birth

Address

City

Post code

Landline

Mobile

E-mail

Audience research

Where did you hear about Picture Lending?

Tick here to join our mailing list and keep up to date with all of our events, exhibitions and activities throughout the year. Your information will not be passed on to any third parties and you can unsubscribe at any time.

Agreement

In consideration of the Borrower agreeing to comply with the obligations of the Borrower as set out in the Terms and Conditions, Leeds Museums and Galleries agrees to Loan object/s from the Picture Lending Scheme to the Borrower for the loan period subject to the Terms and Conditions and fees paid.

I have read and agree with the Terms and Conditions as described overleaf

Signed

Internal use only

Date

Accepted forms of photographic identification:

Driving License or Passport

Accepted forms of proof of address:

Recent utility bills dated no earlier than three months prior to application date

ID

Type	P/c	Initials
<input type="text"/>	<input type="text"/>	<input type="text"/>

Address

Type	P/c	Initials
<input type="text"/>	<input type="text"/>	<input type="text"/>

Artwork

Acc. No.	Initials
<input type="text"/>	<input type="text"/>

Bags

No. Bags
<input type="text"/>

Terms and Conditions

Initials
<input type="text"/>

Paid

Amount	Initials
<input type="text"/>	<input type="text"/>

Borrower ID

Account ID



Terms and Conditions

General

Both the Borrower and Leeds Museums and Galleries (LMG) agree to abide by these terms and conditions.

This Agreement is governed and interpreted according to English law and each party submits to the exclusive jurisdiction of the English court for the resolution of any dispute.

The Borrower will produce photographic identification and proof of address upon application. The Borrower will inform LMG in writing of any change of address as soon as reasonably possible and where applicable resubmit proof of new address. All applications are to be made in person.

Accepted forms of photographic identification:

Driving License or Passport

Accepted forms of proof of address:

Recent utility bills dated no earlier than three months prior to application

The Borrower must pay in full the hire fee prior to any loan of object/s. If overdue hire fees are not paid by the date specified you will be charged an administration fee of £25.00.

The Borrower must not lend or sell the loaned object/s to a third party.

LMG reserves the right to recall any loaned object/s at any time. Failure to return recalled works will incur a fine of up to the value of the object/s or £300 per object with the highest value being the sum sought.

Failure to comply with any of the Terms and Conditions may result in the object/s being recalled at the discretion of LMG.

LMG reserves the right to change these Terms and Conditions. Where significant changes are made LMG will inform the Borrower in writing.

Credit Check / Identity Check

When the Borrower has registered for Picture Lending and approved the Terms, LMG may perform a credit check on the Borrower and require the Borrower to supply such documentation and other evidence as is reasonable. The Borrower agrees that LMG may obtain credit information and agrees to assist in that regard to the extent necessary in order for LMG to perform such credit checks.

Insurance

LMG will insure the loan on an all risks "nail to nail" basis in transit, in store and whilst on display. Standard excess fees apply for loss, destruction and damage of object/s.

Loss incurred through theft or complete destruction of the loaned object/s will incur an excess fee of £300 pending investigation.

Any damage to the object/s will incur a sum, not exceeding the market value of the object/s, but representing the cost of reasonable repair and an amount equal to any reduction in the market value of the object/s after such repairs have been carried out.

The Borrower will inform LMG of any loss, destruction or damage to objects as soon as reasonably possible.

Loan Care

The Borrower will take responsibility for the safe display and transit of the loaned object/s.

Where reasonably possible the Borrower will keep the loaned object/s out of high or direct light, away from any direct heat source and away from damp or wet areas.

The transportation of the object/s will be the sole responsibility of the Borrower.

LMG advises that any loaned object/s traveling in a moving vehicle to be stowed securely.

The Borrower agrees that the loaned object/s will not in any way be removed from its frame.

Usage

The total number of artworks a household may loan from LMG is at the discretion of LMG.

The maximum loan period is twelve months after which the Borrower agrees to return the object/s.

Packaging

LMG will provide suitable packaging for the transportation of borrowed objects. It is the responsibility of the Borrower to keep this packaging safe and clean and to return borrowed objects in the same packaging. Loss or irreparable damage of packaging will incur a fee of £45 per item.

Borrower Card

Each Picture Lending borrower account is assigned a unique Borrower Card which should be presented to the LMG Clerk before any object/s will be issued to the Borrower. Failure to present a Borrower Card may result in refusal of loan. A fee may be payable for replacement cards

Photography and Reproduction

The Loan object/s must not be individually photographed, filmed, televised or reproduced without prior written consent of LMG.

Requests for any images/photography of the Loan object/s must be made through LMG.

Data Protection

LMG will endeavour to follow all codes as set out in the Data Protection Act 1998. All information on this form and supporting documentation is treated as confidential.

