

Acquisition # \_\_\_\_\_

## ***St. Andrews Heritage Centre Loan Agreement***

Name \_\_\_\_\_ Email Address \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

The following objects received on loan subject to the conditions of this receipt.

Description & Condition

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History of (used by/when, etc.)

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The property listed above is loaned to the St. Andrews Heritage Centre on the knowledge that the Centre will not be responsible for its care beyond precautions employed with its own property. The St. Andrews Heritage Centre committee does not carry insurance on loaned articles, and such coverage, if desired should be carried by the owner. Items on loan will be returned upon surrender of this receipt, or upon written order of the lender. Reasonable notice may be required by the St. Andrews Heritage Centre Committee for return of items. Items on loan shall become the property of St. Andrews Heritage Centre Committee following the death of the lender, if unclaimed within 180 days.

We gratefully acknowledge the loan of the above listed artifact being the property of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Items returned: \_\_\_\_\_

Signature & Date: \_\_\_\_\_

**FOR OFFICE USE:** Accepted or Denied? \_\_\_\_\_

Reason  
\_\_\_\_\_  
\_\_\_\_\_

Committee Member Name: \_\_\_\_\_ Signature: \_\_\_\_\_