

(1)

**First Presbyterian Church — Gallery Loan Agreement  
Beautiful Words: Reconnection**

Please provide the following information in a word file.

DUE: March 18, 2023

I will be dropping off/picking up my work at:

First Presbyterian Church **OR**

Specify: SW, N/NE, SE PSC Members

Name of Artist/Lender:

Address:

Phone:

Email:

Title:

Medium:

Dimensions:

Condition:

For Sale/NFS:

Price:

Insurance Value if NFS:

Condition: *(Please note any damage to any piece when submitted FPC.)*

**INSURANCE VALUE:** (see Conditions Covering Loans)

Do you elect to maintain your own insurance? Yes/No

(If yes, please submit Certificate of Insurance or Waiver of Subrogation)

**Conditions Covering Loans**

1. First Presbyterian Church will exercise the same care of loaned artwork as it does in the safekeeping of its own property.
2. Unless other arrangements between the Lender and the Visual Arts Committee have been agreed to in writing, First Presbyterian Church will be responsible as provided in this document for loaned art work throughout the period specified on the face of the Loan Agreement and for a period of 30 days afterward. Loaned artwork may be withdrawn from the exhibition at any time by the Visual Arts Committee of First Presbyterian Church at its sole discretion based upon the criteria outlined in the Exhibition Guidelines.
3. Unless the Lender expressly elects to maintain his/her own insurance, First Presbyterian Church will insure loaned art work wall-to-wall under its insurance policy for the amount indicated on the face of the loan agreement (see Insurance Value section of the Loan Agreement) up to \$10,000 per occurrence against all risks of physical loss or damage to objects except for any loss or damage due to such causes as gradual deterioration, inherent vice, war, invasion, hostilities, insurrection, confiscation by order of any government or public authority or civil commissions. Please note that this coverage is per occurrence, and not per item.

If the Lender elects to maintain his/her own insurance, First Presbyterian Church must be supplied with a Certificate of Insurance naming First Presbyterian Church as additional insured with respect to the loaned art work, or a waiver of subrogation against First Presbyterian Church. If no Certificate of Insurance or Waiver of Subrogation is provided, then this loan agreement shall constitute a release of First Presbyterian Church from any liability in connection with the loaned artwork or any other loaned property. First Presbyterian Church accepts no responsibility for any error or deficiency in information furnished by the Lender to the Lender's insurers or for lapses in the Lender's insurance coverage.

revised 2/2022

**Please send a word file of the above information to:**

Cynthia Schubert  
[cschubee@gmail.com](mailto:cschubee@gmail.com)

Please name the file: Your Last Name\_FPC Loan\_Title/s\*\* of your artwork

\*\* If you are entering 2 pieces, you may use one file. Indicate artwork #1 and artwork #2 with the above information.