

# Exhibition Loan Request Form and Loan Agreement



London Metropolitan Archives

Please note that a separate request must be submitted for each stage of a touring exhibition.

## Exhibition Loan Request

### 1. About the exhibition:

Detail required	Details submitted
Title of exhibition:	
Proposed exhibition dates:	
Proposed loan dates:	
Name of borrowing institution (legal lender):	
Address of borrowing institution:	

### 2. About the person making the loan request:

Detail required	Details submitted
Name	
Position	
Address (if different from above):	

<b>Detail required</b>	<b>Details submitted</b>
Telephone	
Email	

3. About the Registrar or loan administrator at the borrowing institution:

(if different from the person making the loan request)

<b>Detail required</b>	<b>Details submitted</b>
Name	
Telephone	
Email	

4. About the location of the loan:

(if different from the borrowing institution)

<b>Detail required</b>	<b>Details submitted</b>
Name	
Address	
Contact	
Telephone	
Email	



## 6. Publication and publicity details

Please give details, as far as possible, of publications, catalogues, websites or electronic publications which are to be produced in association with this exhibition (continue on a separate sheet if necessary)

Will you require photographs of the requested items for publication?

(please tick if yes)

## 7. Exhibition feedback:

Within a month of the close of the exhibition, the borrower should send LMA the following

- a) the final attendance figures for the exhibition
- b) an estimate of LMA's contribution to the exhibition expressed as a percentage.

Please acknowledge that you will comply with this requirement

(please tick if yes)

# Loan Agreement

The loan agreement refers to the [LMA Exhibition and Display Loans Policy](#), I have read and agree to abide by the conditions therein:

*NB. You are strongly advised to make yourself fully aware of the loan conditions at the outset as failure to do so may jeopardise the loan.*

Detail	For the borrowing institution	For LMA
Name		Caroline De Stefani
Position		Conservation Studio Manager
Signature		
Date		

Please send this completed form with a completed United Kingdom Registrars' Group (UKRG) Standard Facilities Report and a formal letter of request to:

Charlotte Scott  
Assistant Director (Collections),  
London Metropolitan Archives,  
40 Northampton Road,  
London  
EC1R 0HB

Telephone: 020 7332 3820

[www.cityoflondon.gov.uk/lma](http://www.cityoflondon.gov.uk/lma)