

Loan #: 104**Outgoing Loan Form**

Pacific Grove Museum of Natural History, 165 Forest Ave. Pacific Grove, CA 93950

P: (831)648-5716 F: (831)648-5755

This is to acknowledge the Lending of the Items on the attached list from the Museum to the party listed below.

Name: The City of Pacific Grove	Date: 11/15/2010		
Contact: Tom Frutchey	Tracking#: NA		
Address: City Manager's Office 300 Forest Ave., 2 nd Fl.			
City: Pacific Grove	State: CA	Zip: 93950	
Work#: 831.648.3106	Home#: NA	Fax#: 831.657.9361	Cell#:
Email: tfrutchey@ci.pg.ca.us			
Website: http://www.ci.pg.ca.us/citymgr/default.htm			

Insurance Information

Company: Alliant Insurance Services, Inc.		Policy#: See Certificate
Rep: Kin Ong		Exp. Date: 07/01/2011
Phone#: (949) 756-0271	Note: Loaned items are City Property-Covered by City Property insurance	Premium: See Certificate

Loan Description

Purpose of Loan: The objects on the attached list are on display at the Pt. Piños Lighthouse. This list is accurate as of the 2009 inventory of the Museum's Collection.
Loan Duration: Indefinite- Long-Term Loan
Notes:

See reverse for Loan terms.

Terms of Loan Agreement

Pacific Grove Museum of Natural History

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1. It is understood that the objects in this loan will remain in the condition received and will not be repaired, restored, cleaned, or altered in any way without the permission of the museum. The condition is understood to be as stated on the form.
2. All damage to objects at any point in this loan from the out date until returned will be reported to the museum immediately.
3. The objects may not be lent to a third party without the advance approval of the museum.
4. The borrower is responsible for packing, transportation, insurance, and all other factors of transporting the loan, unless otherwise stated. The borrower is responsible for returning the loan at the time stated.
5. The museum may require proof of insurance, may wish to have its name on the policy, and may wish to receive a copy of the insurance policy.
6. The borrower agrees to use the loan only for the purposes stated on the form.

*The Borrower must abide by sections 3.03 and 2.09 of the Operating and Lease Agreement

Borrower hereby acknowledges receipt of the object(s) listed on the attached page(s). The undersigned assumes full responsibility for the objects subject to the conditions printed above until their return.

I have read and accept the above loan conditions:

Thomas Francis

Borrower's Signature

Date: 12/16/10

Approved and released by:

Paul Vandeman

Museum Representative

Date: 12/19/10

Loan returned and accepted by: _____

Museum Representative

Date: _____