

CONDITIONS FOR LOAN

The applicant must be able to comply with ALL of the following conditions:

1 APPLICATIONS

- Applications for all works must be received at least one year in advance of the opening date of the exhibition.
- Applications must be made in their entirety and submitted at the same time; additions cannot be made at a later stage.
- Applications for works already on long-term loan from the Royal Collection to a third party institution will be subject to the same procedure as all other works requested.
- Once an answer has been received by the applicant no additional or alternative works can be requested.

2 LOAN AGREEMENT

- Royal Collection Trust will issue the loan agreement in the event of a successful application. Loan agreements issued by the borrowing institution will not be completed.
- Royal Collection Trust's loan agreement form is governed by and construed in accordance with the law of England and Wales.

3 INSURANCE

Royal Collection Trust accepts insurance through the following indemnity schemes:

- UK Government Indemnity provided through Arts Council England (via the Undertaking to His Majesty The King)
- US Indemnity provided by the United States Government

Royal Collection Trust may be prepared to accept insurance through other indemnity schemes offered by the Borrower's Government. In those cases, a copy of the indemnity undertaking in English must be received by Royal Collection Trust for review and approval.

In all other cases commercial insurance will be arranged by Royal Collection Trust through Royal Collection Trust's own insurance broker and the cost passed directly to the borrower.

4 ENVIRONMENTAL CONDITIONS

The borrower must comply with the environmental and gallery conditions listed in the loan agreement.

We generally ask that all loans are kept between 18°C and 22°C and that works on paper, Royal Library and Royal Archives material and mixed media is kept between 50% and 55% relative humidity with a fluctuation of no more than $\pm 1\%$ in 24 hours. The relative humidity requirements for painting loans is between 50% and 60% with minimal fluctuations and for decorative arts between 45% and 65% with minimal fluctuations.

Royal Collection Trust are committed to environmental sustainability, and this will be a consideration when we assess your loan request. We are open to discussion about environmental conditions and will treat each item on a case-by-case basis. We appreciate that some institutions may not have environmental control systems, and in these instances, will consider alternative ways of ensuring the correct conditions (for example the use of display cases or buffering material).

5 SECURITY

- On arrival at the Borrowing institution, the Works will be stored in a safe or strong room or a dedicated secure area in the exhibition space until they are installed. This area must have the same climatic conditions as the exhibition rooms.
- The exhibition area is to be secure from theft, with 24-hour guard or (if agreed by the Loans Officer) guard during opening hours and electronic alarms at night.
- The borrowing venue and exhibition area must be fitted with a fire and/or smoke alarm that has a rapid response from local fire authorities.

6 PACKING AND TRANSPORT

- The type of packing and the method of transport of the works will be determined by Royal Collection Trust.
- Royal Collection Trust reserves the right to appoint its own fine art transport agent and reserves the right to refuse a specific contractor without disclosing reasons.

7 COURIERS

- Royal Collection Trust requires that a member of its staff accompanies the works at all times during transits to and from the exhibition. For larger or more complex loans more than one courier may be required.
- The powers and duties, per diem, hotel, length of stay and flight conditions of the courier are determined by the internationally agreed standards (and the Royal Household's travel policy).

8 PUBLICITY

No publicity may be given to the loan until the loan agreement is signed by all parties.

9 COSTS

The Borrower will pay all costs and expenses arising from the loan of the Works. These may include, but not be restricted to, costs and expenses relating to:

- the cost of obtaining an insurance valuation;
- insurance of the Works;
- the provision of specialist packing crates;
- photography of Works for security/record purposes; and
- transport of the Works, including agents' fees and the Couriers.

In addition the following costs may apply and will be confirmed at the time of receipt of the application:

- cost of reconnaissance visit to the exhibition venue;
- preparation costs;
- glazing and framing for the works; and
- cost of mounts supplied by Royal Collection Trust.