

Conditions of Loan

Insurance

Borrowers must take out 'nail to nail' All Risks insurance cover for the values specified on the loan form.

In the event of a total write-off the borrower will also be required to meet any VAT costs incurred.

Borrowers must return one copy of the long loan form together with proof of insurance cover. **WORK CANNOT BE RELEASED UNTIL THIS IS DONE.**

Insurance values will be revised annually and borrowers will be advised and asked to confirm insurance cover and verify that all works are in place and in good condition.

Despatch, Delivery and Receipt

Hayward Gallery vehicle will be packed at Hayward Gallery by gallery staff, who will normally deliver and hang the works under supervision of an Arts Council Collection staff member. A formal receipt will be given to the borrowing institution. Transport and installation arrangements carried out by the borrower must be approved by the Head of Collection.

Damage

Borrowers must notify Head of Collection or the Loans Coordinator **IMMEDIATELY** if a work is damaged in transit or during the exhibition. No repairs or surface cleaning should be carried out without first consulting the Loans Coordinator.

Framed pictures should not be unframed or the plexiglass/glass removed without prior permission from the Head of Collection. In the event of planned building works in the display area, the Loans Coordinator must be informed in advance. All conservation costs including those of examination by a conservator approved by the ACC must be borne by the borrower. The borrowers must ensure that the work is handled by professional personnel only. Works must be unpacked and installed in secured areas at all times.

Display

Paintings and works on paper must be protected from direct sunlight (for watercolours, drawings and photographs not more than 50 lux) and must not be placed near radiators or any other heating or air conditioning device. Work protected by glass or Perspex must be kept clean using appropriate cleaning materials. (Perspex requires a special cleaner as it scratches easily).

In the case of sculpture, every effort must be taken by the borrower to ensure that the work is installed securely on site and that it cannot be easily overturned by strong winds or acts of vandalism. All works must be labeled and the labels will normally be supplied at the start of the loan. Replacement labels will be charged for.

Should redecoration be necessary during the loan period, please contact the Collection Curator or Loans Coordinator, giving at least **three months notice**. If deemed necessary they will arrange for Hayward Gallery staff to remove the works. Failure to give appropriate notice may incur additional transport costs which will be passed to the Borrower. Works removed for redecoration should be placed in secure storage for no more than one month.

Arrangements should be made with the Collections Curator or Loans Coordinator for works to be re-installed as soon as possible once redecoration is complete.

Exhibition Loan

Arts Council Collection prioritises loan requests for public exhibitions. If a work is requested for exhibition loan during the long loan period, the Borrower will be informed in advance and a suitable collection date will be arranged by the borrowing venue. The borrowing venue will also arrange for the work to be re-installed after the end of the exhibition. Replacement long loan works will only be considered when the exhibition period is 6 months or longer.

Acknowledgements

The Collection must always be acknowledged on any label or information sheet and credited as follows:
Arts Council Collection, Southbank Centre, London

Photography

The taking of photographs for non-commercial purposes is permitted. Permission to take photographs for commercial purposes must be obtained from the artist. Permission to film any work on loan must be sought from the Acquisitions Coordinator, Catherine Antoni,

Audio/Visual Works of Art

The copying of any video, cassette, slides or disc belonging to the Arts Council Collection is not permitted.

Special Conditions

Any special conditions of loan will be noted separately and these must be carried out in full by the borrower.

Cases

Some loans will have their own packing cases. These must be stored by the borrower in clean dry conditions and be made available whenever a loan leaves the borrowers' care. In the event of loss or damage, the borrower must pay the re-making costs.

Inspections

Within the five year period a physical check will be made of all works on loan by an Arts Council Collection staff member or someone working on our behalf. The borrower must provide access to the loans.

Charges

Upon receipt of an invoice issued by Hayward Gallery, the borrowing institution will pay a standard annual fee based on the work's value, for every painting, sculpture, print, drawing or photograph. Fees are as follows:

Value Fee per annum

Up to £1,000	£150
£1,001 - £2,000	£200
£2,001 - £10,000	£300
£10,001 - £20,000	£350
£20,001 - £30,000	£400
£30,001 - £40,000	£450
£40,001 - £50,000	£500

In the case of large-scale sculpture or any specific requirements, borrowers may be asked to contribute additional funds towards transport and installation.

Renewal Fees

After a maximum five-year period, borrowers wishing to retain their current group of loans will be required to pay a further annual fee per work (50% of the original charge) for the next five year period:

Value Fee per annum

Up to £1,000	£75
£1,001 - £2,000	£100
£2,001 - £10,000	£150
£10,001 - £20,000	£175
£20,001 - £30,000	£200
£30,001 - £40,000	£225
£40,001 - £50,000	£250

Works requiring refurbishment may incur additional fees.

Borrowers wishing to select new loans may do so and the appropriate scale of charges will apply.

Access

Borrowers are expected to allow the public reasonable access to works of art on loan from the Collection.

Any queries on the conditions of loan should be addressed to the Collection Curator or Loans Coordinator

Bethany Hughes, Collection Curator
Bethany.hughes@southbankcentre.co.uk

Jodie Edwards, Loans Coordinator
Jodie.edwards@southbankcentre.co.uk

