



Waukesha County Historical Society and Museum

Outgoing Loan Form

Loan Number: _____

Borrower: City of Waukesha Fire Department Date: 7/16/19

Responsible Party: Steve Howard Title: Chief

Address: 130 W. St. Paul Ave

City: Waukesha State: WI Zip: 53188

Phone: 262-524-3651 Email: showard@waukesha.wi.gov

Exhibit Title/Purpose & Dates: Fire Station Historical Display

Loan Period: 7/16/19
From (including transport)

no end date
To (including transport)

See attached sheets

Accession/ID Number	Description/Condition	Insurance Value
---------------------	-----------------------	-----------------

Packing & Shipping: Packing and Shipping will be paid by Borrower.

Items will be shipped via: _____

to the Borrower's address unless noted: _____

Items will be returned to WCHSM at the above address unless noted: _____

Via: _____

Insurance: Insurance will be carried by the Borrower according to terms on the reverse.

Carrier: _____ Policy Num.: _____

Special Conditions/Notes (See attached sheets): _____

WCHSM and borrower agree that the loaned items shall have a total insurable value of \$5,000.

Conditions Governing Outgoing Loans

PRESERVATION, CARE, AND EXHIBITION

1. The Borrower agrees to protect loaned items from damage, loss, or deterioration, and to return said items in the same condition in which they were received. No item may be altered, cleaned, repaired, or restored without the written permission of the Waukesha County Historical Society & Museum, hereafter WCHSM. The Borrower will take precautions to protect items from fire, theft, loss, mishandling, dirt, insects, and extremes of light, temperature, and humidity. Before the loan is approved, WCHSM may request completion of the AAM Standard Facilities Report to assess whether Borrower can provide adequate protection from conditions noted above.
2. Unless on display or being prepared for display, loaned items must be kept in their protective shipping containers at all times. Numbers on items must not be removed and permanent numbers must not be affixed. No adhesive, including tape or pressure sensitive labels, may be attached to items. Framed items must not be removed from their frames.
3. The Borrower agrees to meet the special requirements for installation and handling as noted in this agreement. WCHSM may require an inspection and approval of the actual exhibit installation by a member of its staff as a condition of the loan at the Borrower's expense. WCHSM maintains the right to view and examine loaned items upon request.

PACKING AND TRANSPORTATION

1. Packing and transportation must be by safe methods approved in advance by WCHSM. Unpacking and repacking must be done by experienced personnel under competent supervision.
2. Loaned items must be repacked in a similar manner as when packed and returned in the same shipping crates or containers. The Borrower will reimburse WCHSM for shipping materials that are lost, damaged, or stolen during the loan period.

INSURANCE

1. The Borrower is responsible for maintaining insurance on loaned items in the amount specified herein, unless noted in this Agreement. WCHSM must receive a certificate of insurance or a copy of the policy made out in favor of WCHSM prior to shipment. Objects must be insured under an all-risk, wall-to-wall policy covering cost of repair or replacement subject to the standard exclusions. Insurance values may be reviewed periodically and WCHSM may require increased coverage if reasonably justified. In the event of loss or damage, the Borrower's maximum liability will be limited to the insurance value then in effect.
2. WCHSM must be notified in writing at least twenty days prior to any cancellation or meaningful change in the Borrower's policy. Failure to secure insurance or any lapses in coverage will not release the Borrower from liability for loss or damage.

REPRODUCTION AND CREDIT

1. Each loaned object must be labeled and credited while on public display and acknowledged in any publication or publicity use relative to the same. Credits should read as follows: "Waukesha County Historical Society & Museum, Waukesha, WI," unless otherwise noted.
2. Photographs may be taken of the loaned items, but not for commercial use. No other reproductions of said items are authorized, unless noted in this Agreement or subsequently in writing by WCHSM.

SUB-LOANS

1. The Borrower may not loan items to any other party without the written permission of WCHSM.
2. The Borrower will not remove said items from its premises during the duration of the loan, except for return of items to WCHSM.

EXTENSION, CANCELLATION, AND RETURN

1. Loan items must be returned to WCHSM by the ending date of the loan. If the Borrower wishes to extend the loan period and WCHSM agrees, then the Loan Extension Agreement must be completed and signed by the Borrower specifying a new loan termination date.
2. WCHSM reserves the right to recall items from loan and will make every effort to give reasonable notice.
3. Items that are not returned to WCHSM within ninety days of the loan termination date shall be deemed lost and legal action taken to recover the monetary value of the items.

We have read and agree to the above conditions and certify that we have full authority to enter into this agreement.

Borrower (Authorized Agent)/Title: _____ Date: _____

Lender (WCHSM Staff)/Title: _____ Date: _____

Historical Items on Display at the City of Waukesha Fire Station No. 1

Item:	Used:	Donated by:	On Loan From:
Cap Badge	Early 1900's	Worn and donated by John L. Gasper Volunteer Firefighter	Waukesha County Historical Society
Brass Coat Badge	N/A	Worn and donated by Peter Wild, Chief	Waukesha County Historical Society
Gold Metal from Fireman's Tournament	N/A	N/A	Waukesha County Historical Society
Speaking Trumpet	Used by Charles Cork, Chief (1879-1891)	N/A	Waukesha County Historical Society
Fire Chief's Helmet	Used by Peter Wild, Chief (1910-1945)	N/A	Waukesha County Historical Society
Rescue 1 Fire Helmet 1859	1859	Chauneey Pazason	Waukesha County Historical Society
Fire Chief's Helmet	Used by Charles Cork, Chief (1879-1891)	Mrs. Ray Biggs	Waukesha County Historical Society
Fireman's Parade Belts	Foreman belt worn by John L. Gasper W.F.D. No 1 Belonged to Peter Wild Rescue 1 belt dates 1859	N/A	Waukesha County Historical Society
Fireman's Parade Coat	Worn by John Patterson, sates to 1859	N/A	Waukesha County Historical Society