**Receipt for Temporary Deposit**

Original to Owner

Copy 1 to Master File

Copy 2 with object

**Entry #:** **Date:**

**Museum** *(hereafter “Museum”)*:

Address:

Phone Number: Email:

**Owner/Depositor Name** *(hereafter “Depositor”)*:

Address:

Phone Number: Email:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Accept** | **Return** | **Description of Property** *(hereafter “Property”)* | **Condition** | **Notes** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Reason for Deposit** *(select one):*

☐ Gift ☐ Research/Identification ☐ Loan

☐ Sale (purchase price: \_\_\_\_\_\_\_\_) ☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Status:**

☐ Picked Up ☐ Delivered By:

**Period of Deposit:** Date from: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to *(expiry)*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Copyright Holder** *(where applicable):*

**Restrictions:**

**Temporary Location(s) of Objects:**

**Notes** *(History of Ownership/Use; Relevance to Collection; Condition Detail; Other):*

**Terms and Conditions of Deposit:**

**1**. The deposit is on a temporary basis, with ownership to remain with the Depositor.

**2.** The Museum shall make every effort to ensure the care and safety of the Deposit described herein while it is under the care of the museum. However, the object(s) shall remain at the risk of the Depositor and the Museum shall not be responsible for any damage unless caused by the negligence of the Museum, its agents or employees.

**3.** The Museum shall provide the Depositor with an itemized list of Property deposited.

**4.** The Deposit may be terminated by either Party with 30 days written notice to the other Party.

**5.** If Depositor fails to retrieve Property within 60 days of its expiry, Property shall become the sole property of the Museum, to keep or dispose of at its own discretion without any liability to the Depositor.

The Depositor certifies that the information provided concerning the Property is correct to the best of the Depositor’s knowledge and belief. The Depositor further warrants that it is the legal and rightful owner of the Property and has the full power and authority to enter into this Agreement.

The Depositor warrants that the Depositor has complied with all laws of the Province of Saskatchewan and Canada. The Depositor agrees that the Depositor shall indemnify and save harmless the Museum, its agents and employees against any charge, cost, claim, demand or expense related to or arising from the Depositor’s failure to observe the requirements of any provincial or federal laws or regulations.

**Depositor Name (please print):**

**Signature:**

**Date of Deposit:**

The Museum hereby acknowledges receipt of the Property in accordance with the Terms and Conditions of Deposit herein contained.

**Museum Representative (please print):**

**Title:**

**Signature:**

**Date:**

I acknowledge the return of the above in satisfactory condition, or I have authorized disposal where indicated. I hereby release the Museum from any and all claims related to the Property.

**Depositor Name (please print):**

**Signature:**

**Date of Return to Depositor:**

**Returned, on behalf of the Museum:**