Lakes District Museum

49 Buckingham St

Arrowtown 9302, New Zealand

Email: archives@museumqueenstown.com

CERTIFICATE OF GIFT

<u>PLEASE PRINT</u>

*Received from (full name): _____

Associated business/organization name if applicable: _____

Address: _____

Phone: _____Email: _____

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*(If not the legal owner): I declare that I have the authority from the legal owner to action this gift.

Signed: _____   Date: _____

Witness full name and signature: _____

Place signed (eg Lakes District Museum) _____

Legal owner full name: _____

Legal owner address: _____

Provide full description of gifted items. Please state provenance (how/when/where current owner acquired item, and previous owners if known). Include the history of the item (including information such as the connection to donor/family, what it was associated with/used for, where it originated or was used, the date created/used). If gift is an image, please clearly name where it was taken, date if known (or approximate year) and name any people, buildings, or other landmarks shown, include the author's name.

Gift is given in memory of: _____

Note there is further room for description on the back of this form.

I acknowledge that I am the legal owner of the item(s) listed on this certificate and hereby gift to the Lakes District Museum (Inc.) the property herein described as an UNRESTRICTED GIFT without limiting conditions. I have read, fully understood, and agree with all conditions outlined in the "Lakes District Museum Collection Policy (Revised 1998)". A copy of the Collection Policy is available at reception for viewing. I have also read the Disclaimer below. Acceptance of this gift is subject to those conditions.

Signature: _____   Dated:_____

Witness (full name and signature): _____

Place (eg Lakes District Museum or other address):_____

Disclaimer

1. The Lakes District Museum agrees to accept custody of the listed items. These will be assessed by archives staff and if deemed appropriate, will be accessioned into the archives. The Lakes District Museum undertakes the duties of reasonable care and maintenance of all items within the archives. As a matter of policy, the museum does not insure its collections and will not accept liability for loss or damage to items donated to the museum.

2. The museum is under no obligation to display items within its collections, permanently or short term. Items will be available for inspection by appointment (via the email address stated on the heading).

This document is legally binding.

Continue here with description of Items.