

TOWNSHIP OF MCKELLAR HISTORICAL COMMITTEE
DONATION FORM

Donor Name: _____

Date: _____

Address/City/Postal Code: _____

Email: _____ Phone: _____

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The item(s) listed below are to be considered for acceptance into the Evelyn Watkins Moore Heritage Room collection. Item(s) are to be considered on loan to the Township of McKellar, and will be returned to the Donor, or to the Estate thereof, with a written request providing 30 days notice.

Items and Description (attach photo):
Means of Acquisition:
Original Owner or Maker:
Original Use/Time Frame of Use:

Other Pertinent Details:

Township of McKellar Historical Committee Donation Policy

Pursuant to the Donation Policy, all items received by the Township will remain the property of the Donor, and will be returned upon request with 30 days notice.

The Donor will bear sole responsibility for removing any items at the Township's written request, within 30 days of said request.

After the 30 day notice, the Township can no longer be held responsible for the item(s).

Although it is the intent of the Township to accept all donations on a loaned item basis only, the Township cannot be held responsible for any circumstances under which donated items cannot be returned to the Donor.

Please note that the Township will not provide insurance coverage for donated items.

Insurance should be arranged by the Donor, if desired.

- ☐ I agree to abide by the Township of McKellar Historical Committee Donation Policy as outlined above.
- ☐ I give the Township of McKellar Historical Committee permission to use any of the information contained herein for the purpose of, but not exclusive to, research, publication, exhibition, donor recognition, marketing, reproduction or fundraising.
- ☐ This agreement warrants that I am the legal owner of the material offered, and I am 18 years of age or older.
- ☐ I agree to hold harmless the Township of McKellar in any circumstances which lead to the Township's inability to return the material offered.

Donor Signature: _____ Date _____

Signed on behalf of Township of McKellar Historical Committee:

Signature

Print Name

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FOR TOWNSHIP USE ONLY

ACCEPTED: *The item described above is accepted by the Committee.*

Signed on behalf of the Committee

Title

Date

.....

NOT ACCEPTED: Contacted By: _____ **Date:**

ITEM RETURNED TO OWNER:

Donor Signature: _____

Pick up/ Return Date: _____

Signed on behalf of the Committee: _____