

## Terms and conditions for international loans of Artworks from collections of National Heritage Institute ("NHI")

Dear Applicants,

if you are interested in borrowing cultural heritage objects from the historical furnishings and collections administered by the NHI (hereinafter referred to as "Artwork"), please follow this procedure.

Please submit your loan request in writing to the Director General of the NHI Ing. arch. Naděžda Goryczková at the following address:

*National Heritage Institute,  
Valdštejnské nám. 162/3  
118 01 Praha 1  
Czech Republic*

or by mailbox: 2cy8h6t or by e-mail: [epodatelna@npu.cz](mailto:epodatelna@npu.cz).

Applications for loans of Artworks administered by the NHI must be submitted 12 months prior to the intended use of the Artwork. Failure to meet this deadline may result in your application being rejected.

Any changes to the loan application, such as supplementing the application or amending the dates, venue or other conditions, must be notified 6 months prior to the intended use of the Artwork.

The written Artwork loan application must contain:

1. applicant's identification details (name, registered capital and identification number of the legal entity, designation of its statutory body; information about VAT registration);
2. data on the exhibition project for which the Artwork of the National Heritage Institute will be lent;
3. data on the venue (address) and exact date of the planned exhibition of the Artwork,
4. security, climate and further parameters building and room where the Artwork will be exhibited (Facility Report);
5. identification of the requested Artwork (author and title of the Artwork, dimensions, material, technique of the work, inventory number and location of the Artwork when available); in the case of a request for more than one Artwork, a list identifying each of them;
6. signature of the applicant's statutory body.

Due to legal restrictions, the Work can only be provided free of charge to individuals whose primary objective is not business-related, i.e. institutions such as museums, galleries and exhibition halls.

Requests for the loan of Artworks cannot be granted if handling them would endanger their physical integrity, nor can requests be realized for the loan of Artworks that are the subject of restoration or the indispensable artefact of a tour route. A favorable decision on a loan application from the National Heritage Institute is not legally enforceable.

The NHI requires that all necessary administrative lending costs associated with international loans are covered. This equates to administrative fee EUR 350 per one Artwork. If the loan is not realized due to reason on your side, the administrative fee will not be refunded.

If the application for the loan of the Artwork is approved, a written agreement will be executed between the parties containing, among other things, the following terms and conditions:

1. The insurance company is chosen by the borrower and approved by the NHI. The borrower covers the insurance costs. For loans abroad the NHI requires insurance for “all risks” and “nail-to-nail” coverage with additional cover against a terrorist attack. The insurance certificate will be delivered to the NHI 3 months prior to the start of the loan.
2. A legal guarantee (Immunity from Seizure) must be delivered to the NHI within 3 months at the latest prior to the planned start of the loan period. The National Heritage Institute is prohibited by law to lend an Artwork abroad if insufficient legal guarantees are provided for its return to the Czech Republic. Immunity from Seizure must be provided in an officially certified translation into the Czech language.
3. The NHI specifies the form of packaging and delivery of the Artwork and specifies the requirements for its transport from the NHI to the borrower and return and for the display.
4. As well as the insurance, the borrower also covers all further expenses of the loan of the Artwork, i.e. restoration of Artwork when necessary, packaging and transport. The Borrower also agrees to pay for any damage to the Artwork that may occur during the implementation of their project, including destruction or loss.
5. The borrower also covers all costs relating to the person accompanying the Artwork (courier), as appointed by NHI (accommodation, travel expenses, food allowance). When the courier is an external specialist, the borrower will pay a fee for their work.

The National Heritage Institute may request a reciprocal offer of an Artwork from the collection of the borrower from abroad or other form of reciprocity.

If you have any questions or need further information, please contact:

[Department of Management and Presentation of the Movable Heritage Collections of the National Heritage Institute](#)