



AXA Art Insurance Corporation Museum Insurance Application

GENERAL INFORMATION

Name of Applicant:

Mailing Address:

Covered Location:

Telephone Number:

E-mail Address:

Website Address:

LIMITS OF INSURANCE

1. Limit of Insurance for Premises
2. Limit of Insurance at Other Locations
3. Limit of Insurance While in Transit

EXPOSURE

Average value at risk?

Maximum Value of a single item?

ACCREDITATION

Is your institution AAM accredited?

Date accredited:

GOVERNING AUTHORITY

(Circle one)

Museum: Art, Natural History/ Science, History, General, Other (specify)

Cultural Organization: Library, Church, Civic, Fair

University: Museum or Gallery, Student Center, Library, Department

EMPLOYEES:

Do you have a registrar? If not, who fulfills the registrarial functions?

Do you catalogue each work of art in conformance with Getty ID standards? Do you include photographs?

How regularly does the curator inspect the condition of objects, especially those in storage?

Who is responsible for the evaluation of your works of art? Do you use a certified appraiser?

Are your works of art appraised regularly at least once every five years?

Who is responsible for preparing your facility report? How often is it updated?

Do you have a risk management plan in operation?

Do you have off-site storage of your collection records?

VOLUNTEERS:

Do volunteers or interns handle objects?

Are volunteers or interns responsible for gallery security?

LOAN AGREEMENTS:

Are loan agreements reviewed and signed by both museum and lender before final acceptance for exhibition?

Are values agreed to before or after item is at insured's premise or insured destination?

Are incoming and outgoing condition reports recorded for every artwork?

BUILDING CONSTRUCTION

(Select for each : Adobe, Brick, Glass, Safety Glass, Steel, Stone, Wood, Fabric / Carpet, specify other)

- Exterior Walls
- Interior Walls
- Floors
- Ceilings
- Structural Support

Number of floors

Number of wings with separate fire divisions

Date of original building construction and subsequent additions completed

Is the structure freestanding?

Was the building originally designed for use as a museum?

If not, then what was original use of building?

FIRE PROTECTION

Is the entire building protected by a fire and/or smoke detection /alarm system?

If no, describe area not protected:

Is the alarm system listed and installed according to UL specifications?

How often is the system checked?

Does your alarm system ring to a central station?

Sprinkler system on premises: (select one):

Wet Pipe, Dry Pipe, Pre-action, Cross-zoned to fire/smoke detection system.

Portable fire extinguishers (select):

Carbon Dioxide, Dry Chemical, Foam, Halon, Acid, Other

SECURITY

Do you have 24 hour human guard security?

Are your security personnel trained for your facility?

Do you maintain records on internal and relocation of borrowed objects?

Are security personnel stationed at all entrances and exits to the building during open hours?

Who is authorized to sign for the removal of museum objects from the building?

How many staff members have keys to exterior doors?

Are periodic perimeter checks of the building carried out?

Do you have an emergency disaster plan?

If so, how frequently is the staff trained regarding this plan?

What emergency procedures are observed in the case of theft or vandalism?

ELECTRONIC SECURITY

Do you have an electronic security alarm system in operation throughout the building?

What types of detection equipment are in operation? (select)

Magnetic Contact, Photo ray, Ultrasonic, Sound, Motion, Infrared, Pressure, CCTV with recording

Does your electronic alarm system ring to a central station?

Are all the building's exterior openings secured and alarmed?

(10/01)

HURRICANE/WINDSTORM COVERAGES:

Location

1. How far away is the property from water?

If property is within 5 miles of coastal body of water:

1. Are there permanent shutters or high-impact resistant glass on all windows of the home?
2. Are hurricane shutters closed for extended periods of non-occupancy, such as seasonal residences or long vacations?
3. Are there hurricane straps holding the roof to the rafter?
4. If the roof is Spanish tile, are clips in place?
5. Is there a backup generator for the climate control system or fan in private homes located less than one mile from the intercoastal or ocean?
6. Is the back-up generator located off the ground?
7. Does Insured have storm closet(s) in the home?

Emergency Plan

1. Is Insured ready to move art to safe location in the event of Hurricane watch?
2. Where is this location?
3. Is it an art specialty warehouse?
4. Does Insured have a list with emergency contact numbers?
5. Is the household help aware of the emergency plan?

Protection against mold exposure in Florida:

1. Are air conditioning systems operating at all times to protect against mold growth?
2. In the event of a power outage have arrangements been made to restore air conditioning or temperature controls once power is restored?

EARTHQUAKE COVERAGE:

Dwelling/Structure:

1. When was date of original construction?
2. Material of construction?
3. Stilt or Slab foundation?
4. Is the structure retrofitted in accordance with California Building Code?

The Collection:

5. Any Earthquake mitigation techniques for the collection?
6. What percentage of collection is fragile/breakable?
7. Please describe mitigation techniques.
8. Was collection professionally mitigated? If yes, please request documentation.

Framed works on the wall:

9. Are framed works hung on more than one nail?
10. Are framed works hung w/weight rated hooks?
11. Are your framed works covered with Plexiglas rather than glass (except for pastels, charcoals and chalks)

Furniture/Sculptures:

12. Are tall, unstable pieces of furniture secured to the wall or floor?
13. Are bookshelves secured to the wall?
14. Are shelves in display cases fastened in place?
15. Are Sculptures secured to their bases
16. Are the bases secured to the floor?

Decorative Arts:

17. Are decorative items on tables/shelves secured to the surface with adhesive or mounts?
18. Are decorative items in display cases secured to the surface?

TRANSIT:

Who is responsible for crating/packing/ shipping?

Does the responsible person require certain qualifications in order to do this job?

Do you build your own crates?

When an item is received via transit, is the item immediately inspected? If not, what length of time before the item is inspected?

Do you send a courier with each shipment?

What transit companies are used?

Are items ever transported via personal conveyance?

LOSS HISTORY

For the last five years

<u>Description of loss</u>	<u>Amount of loss</u>	<u>Date</u>
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A RECENT STANDARD FACILITIES REPORT MUST BE PROVIDED WITH THIS APPLICATION.

Producer, how long have you known the applicant?

Do you handle any other lines of insurance for the applicant?

SIGNING THIS FORM DOES NOT BIND THE PROPOSER TO COMPLETE THIS INSURANCE

Applicants' Signature

Producer's Signature

Position _____