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Patron HRH The Princess of Wales

Dr Chris Stephens  
Director  
The Holburne Museum, Bath  
Great Pulteney St, Bathwick  
Bath BA2 4DB

And

The Schroder Collection  
Leonie Schroder  
Hurstbourne Park  
RG28 7RN

26 July 2024

Dear Dr Chris Stephens and Leonie Schroder,

### **Long-term Loan Out of the V&A's Cup Cover and Termination of the Schroder Collection's long-term loan in to the V&A**

I am writing to inform you, The Holburne Museum, of the outcome of your loan request related to our Cup Cover. Our Board of Trustees have approved in principle the loan of the object on the attached schedule.

As per The Holburne Museum's intention to borrow the V&A's Cup Cover on a long-term basis so that it can be displayed with the V&A's long-term loan in of the Silver-gilt Cup (LOAN:MET ANON.4-2022) belonging to the Schroder Collection, I am also writing to confirm that the V&A will, simultaneously, make arrangements to terminate and return the Silver-gilt Cup (LOAN:MET ANON.4-2022) to The Holburne Museum in Summer 2025. We are very grateful to have been trusted with Schroder Collection's treasure since 2002; it has been very popular with our volunteer guides and visitors.

Now that the loan request of the Cup Cover has been approved, I would like to lay out for you our proposed next steps in the process:

- **Courier:** A courier from the V&A would not be necessary to accompany our object, the Cup Cover. We acknowledge the Schroder Collection may wish to send a Courier to oversee deinstallation, condition checking and packing of their Object, as well as to accompany their Object during transit to The Holburne Museum. We would be most grateful if the Schroder Collection could inform us of any courier arrangements at your earliest opportunity.

- **Packing:** The V&A will bear any costs relating to the packing of the Schroder Collection's Cup. As we assume that the two Objects will travel together to the same location (The Holburne Museum), I can confirm that we will waive any costs relating to the packing of our Cup Cover.
- **Transport:** As the Cup Cover will be transported to The Holburne Museum along with the Schroder Collection's long-term loan in to the V&A, we would like to propose that the direct costs for transport between the premises of each venue should be split equally between V&A and The Holburne Museum. We welcome the Holburne Museum's thoughts on this. The agent selected should be identified to the V&A two months prior to the exhibition opening date.
- **Costs:** The V&A will invoice The Holburne Museum shortly after despatch of the loans for costs incurred to prepare the Cup Cover, and these costs are detailed in the table below. Please let us know immediately if the invoice should be sent to another individual or institution.

ITEM	<b>QUOTATION (£)</b> (not including VAT at 20%)
Conservation for the Cup Cover	350
Display Preparation <ul style="list-style-type: none"> <li>▪ Condition Report of the Cup Cover</li> </ul>	70
Packing (excludes the cost of crates)	N.A.
Photography / photocopies (hire and reproduction)	Invoiced separately
<b>TOTAL*</b>	425

N.B: Termination of the loan must be made in writing to the Registrar at the V&A. Even where the loan has been cancelled for valid reasons, the V&A will normally charge the Borrower for any actual expenses incurred.

In relation to our new long loan out of the Cup Cover, I would like to emphasise some particular features of our loan conditions:

- **Display and Environment:** The V&A will specify the environmental requirements for the object. Generally, the temperature should be in the range of 16 – 25°C, and relative humidity in the range of 40 – 60% (with fluctuations of no more than 10% within a 24-hour period), but more sensitive objects may require tighter controls. Any display cases should comply with the V&A's specification.
- **Security:** The V&A requests assessment of all potential loan venues by the Museums Security Adviser at the Arts Council. The Security Adviser may visit or send a questionnaire to each venue in order to confirm that the security arrangements conform to those laid down in the General Security Conditions of the Government Indemnity Scheme.
- **Indemnity and Insurance:** When the V&A is satisfied that all its conditions of loan will be met and the venue is approved by the Museums Security Adviser, the V&A is empowered to grant an indemnity on behalf of the Department for Culture, Media and Sport (DCMS), and the

Borrower will be requested to accept minimum liability. In the event of the venue being unable to comply with the requirements of the Museums Security Adviser, the V&A may wish to reconsider the loan. In such circumstances, where indemnity cannot be granted, the V&A may request commercial insurance to cover the total value of the loan.

- **Photography and Image Requests:** All objects leaving the V&A on loan must have a colour record photograph. If an image does not exist already, the cost of new photography will be borne by the Borrower. Commissioned photography can take between 8 and 10 weeks, so if Borrowers wish to use an image for reproduction, they should allow sufficient time for photography to take place in order to meet their requirements. The V&A recommends that requests are made at least 4 months in advance of objects leaving the Museum. Please contact V&A Images directly on Tel: 020 7942 2479 or [vaimages@vam.ac.uk](mailto:vaimages@vam.ac.uk). V&A Images must receive payment before images can be dispatched.

The next steps in the loan process concern the information the V&A now needs to prepare the New Loan Agreement, so I would be most grateful if you could turn your attention to the following:

- I enclose the UKRG Standard Facilities Report form. Please complete, sign and return this to the Registrar's Office at the V&A, no fewer than six months in advance of the exhibition opening date.
- We will require a copy of the insurance policy document (showing the exclusions) for consideration at least three months in advance of the opening date of the exhibition. We also require proof that insurance is in place before the objects will be released.

Once we have the necessary information, we will draw up our Loan Agreement for your signature. Should you require any assistance, I am the co-ordinator of this loan and can be reached on the numbers below, and will be pleased to discuss any queries or problems.

Yours sincerely,



**Marina Rossi**

Loans Assistant

Tel: 020 7942 2938

E-mail: [m.rossi@vam.ac.uk](mailto:m.rossi@vam.ac.uk)

Enc. List of approved objects, UKRG Standard Facilities Report, UKRG Security Supplement, V&A Display Specification