



Donation Questionnaire

The Falkirk Cultural Center located in San Rafael is a California Victorian built in 1888. The mansion is an excellent example of the Queen Anne style and has a variety of Victorian furniture that has been donated over the years.

We have great interest in acquiring objects that relate to the history and background of the Cultural Center. If you have an item that you believe would enhance the property, and you would like to donate it to the Falkirk Cultural Center, please take the time to read our donation policy before completing and submitting this Questionnaire.

Each donation will be considered by City staff, who will make the ultimate decision on whether an item is accepted. Understanding our donation policies and following our guidelines for proposed donations will help make the donation process as smooth as possible for everyone involved. Thank you for your time and attention.

If you are interested in donating items, please fill out the below donation form and submit it, and **photographs of each item to be donated**, to Falkirkart@cityofsanrafael.org. If the items are deemed of interest to the Falkirk collection, City staff will contact you to move forward with the donation process. Please do not send or deliver items until you have been contacted by City staff and instructed to do so.

Name/Donor(s): _____

Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

Object(s) name or description: _____

When did you acquire this object? _____

How did you acquire it? _____

Do you have documentation for proof of purchase? _____

From whom did you acquire it?

Name _____ Relationship _____

How did they acquire it? _____

What is the estimated value of this object? _____

How was the value of this object determined? _____

Does the Object contain questionable materials (i.e. ivory, bone, animal, or hazardous materials)?

Was the Object ever altered, broken, and/or repaired? If so, when or where was restoration and/or conservation done? Who did the restoration and/or conservation? What materials were used to repair it?

What (additional) documents (such as photographs, letter, bill of sale, maker's notes, newspaper articles) do you have or are you aware of related to the Object?

Are you able to provide copies of such documentation with your donation?

Additional comments, memories or stories about the Object:

If any of the above information is used in exhibition labels or publications created by the Cultural Center, how do you wish to be acknowledged?

- Name
- Remain anonymous
- Be otherwise acknowledged

Please state EXACTLY how you would like to be acknowledged:

By completing, signing and submitting this document, I confirm that all information presented is true and factual.

Signature

Date

Printed Name