

## Loan questionnaire

**Borrowing institution:**

**Borrowing institution address:**

**Loan venue:**

**Loan venue address:**

**Exhibition space or gallery:**

**Contact name:**

**Contact phone number:**

**Contact e-mail:**

**Contact address:**

**Loan type (please circle): Temporary exhibition / 3 year renewable / Touring exhibition**

**Title of exhibition:**

**Content of exhibition (please give short description of the academic content and focus of the exhibition):**

**Requested loan dates to/from:**

**Exhibition opening dates to/from:**

**Proposed dispatch date (accurate to 1 month if no fixed dates at this time):**

**Exhibition charges:**

Is your exhibition open to the public **free of charge**?

**If no**, please give details of the **charges applicable** to entry into the exhibition:

**Other contributors:**

Please give details of all other lenders to your exhibition:

Can you confirm that none of the objects intended for inclusion in this exhibition have been stolen, illegally exported or illegally imported from their country of origin, (as defined in the *UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, 1970*)?

**Photography:**

Is photography required?

**Deadline** required for photography?

Please attach listed details of photography required by accession number with details of the type of shot requested.

**Mount-making:**

Please list the objects requested with details of the **type (base mounted or back mounted), material(s) and colour** of mount required. Please enclose case **layouts and design plans**.

**Packing, shipping and transportation:**

Please give the name of your appointed **fine arts packing/transportation company**:

Please give the name of your appointed **shipping agent** (list all agents and their area of responsibility if more than one):

Please give listed details of the **transportation arrangements**:

e.g. Origin to airport by air-ride vehicle provided by shipping company with art handler/driver

Via air from Heathrow to Newark, air cargo

Airport to destination by air-ride vehicle provided by fine art shipping company with art handler/driver, courier to accompany in follow car.

## Tick list

This tick list is included to help you remember to enclose the necessary documentation for us to process your request swiftly:

Listed objects and photograph details if photography required	
Listed objects and requirements for mounts	
Case layouts, measurements and design plans	
Listed details of the transportation arrangements	
Recently completed UKRG facilities report with security supplement and display supplement	

I certify on behalf of the institution requesting this loan that the information I have given here is true and complete to the best of my knowledge.

Signed:

Print:

Date:

Please return to the **Registrar's Department, Royal Armouries Museum, Armouries Drive, Leeds, LS10 1LT, UK.**