File ref.: P/202…/…..

**LOAN FORM.**

TO BE COMPLETED AND RETURNED TO JENNIFER BEAULOYE, COLLECTIONS MANAGER ([jbeauloye@kanal.brussels](mailto:jbeauloye@kanal.brussels)).

A "Facility report" detailing the conditions of preservation and security concerning the place of exhibition must be attached to this form to complete the file. The KANAL Foundation does not process incomplete loan requests.

The information provided below shall be forwarded to the KANAL Foundation’s Loan Committee so they can review the request and approve or deny the loan.

If the loan is approved, the KANAL Foundation’s General Loan Conditions will be submitted for signing, and must be observed.

The costs of preparing and packing the work(s), book(s) and/or archive(s), its ‘nail-to-nail’ insurance, the Fine Art A/R transport and any courier services shall be borne by the borrower.

BORROWER:

Name of the institution:

Website:

Classified as:

Postal address:

Head office (if different):

VAT No. (if subject to VAT):

Contact person:

Function:

Email:

Tel.:

EXHIBITION:

Title of the exhibition:

Subtitle:

Commissioners:

Location(s):

Room (if applicable):

Start date(s) (DD/MM/YYYY):

End date(s) (DD/MM/YYYY):

SUBJECT OF THE EXHIBITION (summarise what the exhibition is about in a few lines):

REQUESTED WORK(S)\*:

(\*) Copy as many times as needed for a multiple loan.

First and LAST NAME of the artist/author:

Title:

Date of creation:

Technique:

Inv. No.:

Artist/author consent:

IMPORTANCE & ROLE OF THE WORK(S), BOOK(S) OR ARCHIVE(S) IN THE EXHIBITION:

PUBLICATION(S)\*:

(\*) Copy as many times as needed if several publications will be issued.

Will a publication be issued:

Type of publication:

Name of the author(s):

Editor(s):

In which language(s):

Number of pages:

Illustrated:

ADDITIONAL COMMENTS/COMPLEMENTARY INFORMATION:

APPENDICES:

* Facility report

DATE:

PLACE:

SIGNATURE: