



COMUNE DI
VARESE

Area VII
Valorizzazione delle Attività Culturali,
del Patrimonio Culturale
ed Ecosistemico e del Turismo

LOAN FORM

EXHIBITION _____

VENUE _____

DATE: from _____ to _____

1. LENDER

Name: _____

Address: _____

Phone number _____

E-mail: _____

Consent to the loan of the work of art: yes no

Consent to the extent of the loan: yes no

2. ARTWORK

Author:

Title:

Technique:

Inventory number:

Date of the artwork:

Is the artwork signed?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is the artwork dated?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is the artwork framed?	<input type="checkbox"/> yes <input type="checkbox"/> no
Does the artwork have a glass?	<input type="checkbox"/> yes <input type="checkbox"/> no
Measures in cm Without framework or base Height X width. _____	Measures in cm With framework or base height X width. _____
depth _____	depth _____
Placement of the artwork: _____ _____	
Person responsible for the artwork: _____ _____	
3. USUAL CONSERVATION ENVIRONMENT	
Controlled temperature	<input type="checkbox"/> yes <input type="checkbox"/> no
4. LEGAL STATUS OF THE ARTWORK	
State owned artwork	<input type="checkbox"/> yes <input type="checkbox"/> no
Artwork belonging to a public body	<input type="checkbox"/> yes <input type="checkbox"/> no
Private property artwork	<input type="checkbox"/> yes <input type="checkbox"/> no

Listed artwork yes no

Artwork submitted to judicial litigation yes no

Was the artwork borrowed during the last 3 years? yes no
in which exhibitions? _____

5. INSURANCE

Insurance Value € _____

Did the lender accepted the all risk insurance policy of the Organizer?
 yes no

If you use your insurance company, please indicate:

Insurance company _____

Name of your insurer _____

Contact information _____

Clauses, insurance conditions and insurer required by the lender

if you have not yet entrusted yourself with the task indicate the insurance companies that will be contacted. The name of the insurance agency in charge must be communicated within 30 days of the exhibition opening.

6. TRANSPORT

Address for the artwork withdrawal:

Address for the artwork restitution:

Courier

yes

no

Appointed courier: _____

Art historian/curator/ conservator/ restorer

yes

no

Corporation of provenance _____

7. RESTORATION

Restoration work was requested for the loan of the work

yes

no

8. RE-PRODUCTION OF THE ARTWORK

How do you wish to be mentioned in the exhibition captions and catalogue?

Do you consent to the publication of the image of the work free of charge for the catalogue, for promotional and educational materials aimed at advertising the exhibition? yes no

Do you consent to the publication of the image for commercial purposes? yes no

Date _____

Signature of a legal representative of the property:
