

Loans: Project Information

To process your loan request, you must submit it at least 180 days before the opening of the exhibition.

Please be sure to enclose the following documents:

- the signed Loan Request
- a summary of the exhibition concept
- project information, as per the form below (Loan Form)
- the list of objects with inventory numbers (see "Object List" below)
- a Facility Report ("Technical Information")

The request will be checked by the directorate and the relevant departments within the Historisches Museum Basel and then approved (or declined) by the Commission of the Historisches Museum Basel. Please address all your correspondence to the Registrar stefan.buerer@bs.ch

Information on the Institution:

Name and full address of the contractual partner

(Postal address)

Phone / Fax number

E-mail / URL (Website)

Information on the Exhibition:

Title

Exact name of the building and the room(s) to be used as exhibition venue:

Duration (opening to closing date)

Project manager

Fees and Costs

The Historisches Museum Basel charges a handling fee of CHF 200.- per approved object. To this must be added the costs of any conservation work and photography that may be necessary (labour and material costs). All these costs, together with the costs of insurance, transport, packing and crating, courier escort etc. shall be borne by the Borrower.

Place, date and signature

Loans: Object List

Objects whose loan is desired.

Inventory no.	Object	Remarks

Place, date and signature