



CIVIC COLLECTION: LOAN APPLICATION FORM

Address: 22nd Floor, 2 Bay, Tower Block Civic Centre, 2 Hertzog Boulevard, Cape Town, 8001
Telephone: 021 400 3498 Email: Civic.Collection@capetown.gov.za

1. APPLICANTS DETAILS

Full Name and Surname:		Title:	
Address:			
		Postal Code:	
Email Address:			
Telephone:		Mobile:	

2. INSTITUTION DETAILS

Name of Borrowing Institution:	
Street Address:	
Website Address:	
Describe the nature of the institution:	

3. LOAN INFORMATION

Purpose of Loan:				
Exhibition Title:				
Venue Address:				
Exhibition duration:	From:		To:	
Date Item(s) Required:				

4. ENVIRONMENTAL CONDITIONS OF THE VENUE (GIVE A SHORT OVERVIEW)

Temperature and Humidity:	
Lighting:	

5. SAFETY AND SECURITY			
Fire Protection System(s) and Measures:			
Security System(s) and Measures:			
6. DETAILS OF ITEMS			
ID NUMBER		TITLE(S):	
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
7. APPLICANTS DECLARATION			
I, the undersigned, am a legally authorized agent for the named institution and the information given provides a complete and valid representation of the facility.			
Signature:		Date:	

PLEASE EMAIL COMPLETED FORM TO Civic.Collection@capetown.gov.za