



Direction des Affaires culturelles

Fonds d'art contemporain – Paris Collections

HOW TO BORROW AN ATWORK FROM THE FONDS D'ART CONTEMPORAIN – PARIS COLLECTIONS

Works listed in the inventory of the Fonds d'art contemporain – Paris Collections may be loaned for temporary exhibitions of a cultural nature, organised in France or abroad by public or legal persons under private law with a cultural purpose or organising a non-profit cultural event.

To whom should you send your application?

Send a letter at least three months before the exhibition to:

Ms Irène Basilis, Director of the City of Paris' Cultural Affairs Division
Hôtel d'Albret / 37 rue des Francs-Bourgeois / 75004 Paris

Copy to:

Ms Julie Gandini, curator of the Fonds d'art contemporain – Paris Collections
77 rue du Pré / 75078 Paris

If you wish to extend the loan, send your application four to six weeks before the end of the exhibition.

The loan application must specify the following points:

- > Scientific presentation of the project.
- > Dates of the exhibition.
- > List of the works requested.
- > The loan contract or form (one document per work).
- > The facility report/summary of the security conditions related to the presentation of the works:
 - Description of the premises, safety and security conditions.
 - Description of the conditions concerning: the hanging of the works, the climate, lighting.
- > Name of the insurance company.
- > The name and contact of the carrier (for an exhibition abroad).
- > The description of the organisation of the packaging of the works, their transportation and storage.

When will you receive an answer?

Your application will be reviewed by a loan committee that meets every 6 weeks.

If all the conditions are met, a letter of agreement for the loan and the signed contract will be sent to you.

What costs is the borrower required to cover?

- > All costs relating to the packaging and transportation of the loaned works.
- > Should any interventions be necessary prior to the loan (restoration, supervision, etc.), their cost will be borne by the borrower and the estimates drawn up by the lender: acceptance of the estimates by the borrower must therefore reach the lender as soon as possible.
- > In the event of cancellation of the loan application, the borrower will be responsible for the expenses incurred by the Fund.

What are the formalities when withdrawing and returning the works?

The works are handed over to the borrower on presentation of the insurance certificate. They are covered by a status report issued on departure and return.

What are the conveying conditions?

Depending on the case, the works may be transported by a representative of the Fund or the borrower. The latter will ensure the financial burden of this transportation, including:

- > The conveyor's travel tickets.
- > Hotel accommodation including breakfast
- > A *per diem* allowance to cover two meals per day, as well as living and travel expenses within the city hosting the exhibition.
- > As a general rule, the length of stay is set at:
 - . One day and one night for France
 - . Three days and two nights for Europe
 - . Four days and three nights on-site, excluding travel time, for other destinations.

Your contact at the Fonds d'art contemporain – Paris Collections

If you have any questions, you can contact Amandine Piel, coordinator of the scientific management of the collections. Tel. : +33 (0) 7 56 58 48 94 / amandine.piel@paris.fr

Director of Cultural Affairs

Artistic Creation Branch Visual Arts
Office

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