

**Fundación Banco Santander**

C/Serrano, 92

28006 Madrid

[Applicant]

[Address]

Madrid, (day) \_\_\_ (month) \_\_\_\_\_ (year) \_\_\_\_\_

To Whom it May Concern:

By means of this letter we hereby express our interest in requesting the loan of the Artwork(s) from the Banco Santander Collection detailed below in the attached documentation, for which we kindly ask you to study and evaluate this request. In the event that any of the requested information is not currently available or is incomplete, we undertake to provide it to you as soon as possible, with the understanding that you will not be able to authorize the loan until you have this information.

We are aware that, in the event that you agree to the loan of any work, it will be necessary to formalize the corresponding Loan Agreement, which will be provided to us under the corresponding terms.

Thank you in advance for your consideration.

Kind regards,

Requirements	Data
Applicant entity (or Applicant)	Name:
Details of the person representing the applicant organisation	Name and surname: ID N°: Address: E-mail: Telephone number: Relationship with the represented entity:
Contact person's details	Name and surname: ID N°: Address: E-mail: Telephone number: Relationship with the represented entity:
Purpose of the loan	To be completed in Addendum I
List of Works of Art requested, duly identified.	To be completed in Addendum II
Organiser(s)	Name and surname:
Curator	Name and surname: Include Curriculum Vitae as Addendum III
Exhibition period	Dates:
Period for which the loan is requested	Dates:
Location/s of the exhibition venue (hereinafter referred to as the "Destination Venue")	Name: Address:
Travelling exhibition stops (if applicable)	Venue(s): Date(s):
Facilities Report for each Destination Site	To be completed according to model Addendum IV
Portfolio company involved in the handling and/or transport of the requested Works of Art (if this information is available)	Company name:  Include portfolio as Addendum V
Do you have an Evacuation Plan for the exhibition space?	If so, please include as Addendum VI  In any case, once the Artwork has been installed and whenever the Banco Santander Foundation so requires, the Applicant must provide the latter with a copy of the Evacuation Plan for the exhibition space.

Unless otherwise stated, all of the above information must be provided at least six (6) months prior to the start of the exhibition.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

The applicant

## **Addendum I - Purpose of the loan**

- 1.- EXHIBITION PROJECT (General idea of the exhibition)
- 2.- CONTENT OF THE EXHIBITION (sections and works in each section)
- 3.- JUSTIFICATION OF THE LOAN (in which of these sections of the exhibition would the requested work fit and why)

Date: \_\_\_\_\_

Place: \_\_\_\_\_

The Applicant

## Addendum II- Details of the Artworks requested

For each Artwork requested, the following information must be completed:

Title:
Author:
Dating:
Technique and measurements (if available):
Nature if the object:
Other relevant data for the identification of the Artwork:

Date: \_\_\_\_\_

Place: \_\_\_\_\_

The Applicant

**Addendum III- Curriculum Vitae Curator**

Date: \_\_\_\_\_

Place: \_\_\_\_\_

The Applicant

## Addendum IV- FACILITY REPORT

**\*Note: This document should be completed for each Destination Site (and for the temporary storage site, where applicable).**

### LOGO DESTINATION VENUE

#### FACILITY REPORT

##### 0. PURPOSE OF THE LOAD

Exhibition / purpose of the loan:
Exhibition space at the Destination Venue/temporary storage place:
Exhibition dates:

##### 1. DETAILS LENDER DATA AND DESTINATION VENUE/TEMPORARY STORAGE PLACE

Borrower:
Address:
Contact (Name and surname):
Position:
Telephone:
e-mail:
Ownership of the institution (public or private):
Destination Venue /Temporary storage:
Address:
Person in charge (Name and surname):
Position:
Telephone:
e-mail:

##### 1. STAFF

2.1_ Does the borrower have a conservator? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> If not, would you be willing to hire one? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>
2.2_ Do you have your own technical staff for the maintenance of the facilities? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>
2.3_ The handling and installation of the Artworks will be carried out by: <input type="checkbox"/> Transport team <input type="checkbox"/> Hired assembly team <input type="checkbox"/> Specially trained in-house staff <input type="checkbox"/> Other, please specify:
2.4_ Does the borrower have its own cleaning staff assigned to the exhibition space at the Place of Destination/temporary storage site? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>

Have they received specific training? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>
2.5_ Responsible for scheduling, monitoring, and correcting environmental conditions Name and surname: Position:
2.6_ Please indicate the transport companies that have worked with you during the last exhibition events:

## 2. ACCESS AND TRANSIT

3.1_ Are there any access restrictions to reach the entrance door/dock for the truck? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> Indicate the type of restrictions (turning, width, height, maximum load, opening hours, etc.)
3.2_ Are there any passage restrictions between the unloading area and the unpacking/display area? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> Indicate the type of obstacle (ladder, weight limitation, turning limitation, forklift limitation, etc.):
3.3_ Indicate the dimensions of the smallest passage of this route (from the dock entrance to the exhibition hall:
3.4_ Indicate the floor where the Artwork will be exhibited: Is there an elevator/lift? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> Specify internal dimensions:
3.5_ Indicate the tolerable load limit (kg/m <sup>2</sup> ) throughout the entire route:
3.6_ Does the exhibition space at the Place of Destination/temporary storage site function as a packing/unpacking area? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> If not, do you have a separate space for this function? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>
3.7_ Do any of the doors of the exhibition space at the Destination Venue/temporary storage site open directly onto the street? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>

## 4. BUILDING AND EXHIBITION SPACE OF THE DESTINATION VENUE/TEMPORARY STORAGE PLACE

4.1_ Year/period of construction and current function of the building integrating the exhibition space of the Destination Venue/temporary storage location:
4.2_ Is the exhibition space physically located at the Destination Headquarters? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>
4.3_ Year of the last reform: Purpose of the reform:
4.4_ Is a refurbishment of the exhibition space at the Destination Venue/temporary storage site planned within the next 3 years? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>

Purpose of the reform:
4.5_ Indicate the materials of the walls and partition panels, floor and ceiling of the exhibition space of the Place of Destination/temporary storage site:
4.6_ Date of last pest inspection:

## 5. ENVIRONMENTAL CONDITIONS

5.1_ What instrument/s do you use to measure and/or record RH and Temperature (excluding the probes of the air-conditioning system itself)?		
5.2_ Is it possible to obtain weekly or monthly records? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> What are the usual values for minimum and maximum RH and temperature in the exhibition space at the Destination Venue/temporary storage site?		
5.3_ Indicate with a cross the environmental control system in place at the exhibition space at the Destination Venue/temporary storage site and, if necessary, at the packing/unpacking and temporary storage spaces (other):		
Hall	Others	Sistema de control ambiental
		Heating with radiators
		Underfloor heating
		Hot/cold system unit (Fancoil...)
		Exclusive air conditioning of the room (with T, RH and particle filtration control)
		Central air-conditioning (with T, RH and particle filtration control)
		Humidifiers with hygostat
		Dehumidifiers with hygostat
		Other, please specify:
5.4_ Does it work 24 hours a day? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>		
5.5_ What instruments do you have to measure illuminance (Lux) and ultraviolet radiation ( $\mu\text{W}/\text{lumen}$ )?		
5.6_ Do you use natural light? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> Please describe: Can you accurately control illuminance? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> List types of artificial light sources: Are all ultraviolet emitting light sources filtered? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>		



## 6. SECURITY

<p>6.1_ Does the Destination Venue/temporary storage site comply with the measures required by the Ministry of the Interior regarding private security? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/></p>
<p>6.2_ Does the borrower have a Self-Protection Plan (Royal Decree 397/2007) including the exhibition space/temporary storage place? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/></p> <p>If not, do you have a specific Plan for this space provides for the evacuation of the Artworks? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/></p> <p>Responsible</p> <p>Name and surname:</p> <p>Position:</p>
<p>6.3_ Briefly describe physical and electronic measures to protect against antisocial acts:</p> <p>a) In the exhibition space of the Destination Value/temporary storage place:</p> <p>...</p> <p>b) Packing/unpacking and/or storage areas (if used for depositing the Artworks):</p> <p>...</p> <p>c) Doors and/or windows:</p> <p>d) Showcases:</p> <p>e) Works of art:</p>
<p>6.4_ In case of emergency or disaster (antisocial acts, fire, flood, etc.), does the Borrower have specific measures in place for the protection and evacuation of the Artworks? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/></p> <p>Describe briefly these:</p> <p>Person in charge of the Emergency Plan operation</p> <p>Name and surname:</p> <p>Position:</p>
<p>6.5_ Specify the fire detection and extinguishing systems in the exhibition space at the Destination Site and at the place where the Artworks are temporarily stored:</p>
<p>6.6_ Is the exhibition space connected to an ARC (own or third party alarm receiving centre), or to its own control centre, from the arrival of the Artworks until their departure to the Place of Origin? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/></p>
<p>6.7_ Does the Borrower have a gallery attendant during opening hours? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/></p> <p>How many are assigned to the exhibition space at the Destination Venue?</p>
<p>6.8_ Does the exhibition space at the Place of the Destination/temporary storage site have 24-hours security guards? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/></p> <p>Only during opening hours? <b>SI</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/></p> <p>If the answer is yes, indicate the maximum response time to an alarm:</p>
<p>6.9_ In the event that a private security company is hired:</p> <p>a) Name of the company:</p> <p>b) How many people does the service involve?</p> <p>c) How many people are armed?</p>
<p>6.10_ If necessary, does the exhibition space of the Venue of Destination have catenaries or other barriers between the visitor and the Artwork? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/></p>

## 7. ACCOMPANYING DOCUMENTATION

Indicate with a cross the accompanying supporting documentation:

- Scaled plans of the exhibition space (including scales and measurements)
- Graphic / Photographic documentation
- Charts or data on environmental conditions

## 8. SIGNATURE AND SEAL

Date: \_\_\_\_\_

Place: \_\_\_\_\_

The Applicant

**Addendum V- Portfolio company involved in the handling and/or transport of the requested  
Works of Art**

Date: \_\_\_\_\_

Place: \_\_\_\_\_

The Applicant

**Addendum VI – Evacuation Plan for the exhibition area**

Date: \_\_\_\_\_

Place: \_\_\_\_\_

The Applicant