

Application Guidelines for Borrowing of Cultural Items

1. Borrowing is **'Free of charge'**. However, **'Washable Items'** (shown in the table below) must be washed and sealed in plastic bag before returned to JFBKK Office.

* We can recommend the cleaning shop if you are located in Bangkok.

2. In principle applicants should be non-profit organizations (e.g. educational institutions, cultural organizations, NGO/ NPOs, etc.). Applications from individuals or commercial companies will not be accepted. Higher priority shall be given to educational institutions that offer Japanese language education courses.

3. Commercial activities or activities that mainly aim for selling of goods are not eligible. There might be other cases in which JFBKK rejects application.

4. Deadline for application is **2 Weeks** before the borrowing date.

*** In case the borrowed items are damaged or lost, the authorized representative who signed on the application form must compensate for them.**

List of Cultural Items (Some item need to be washed before returned)

Item	Unit	Need Washing	
Kimono きもの	1 set	Yes	
Yukata (women) ゆかた	1 set	Yes	
Yukata (girls) ゆかた	1 set	Yes	
Yukata (men) ゆかた	1 set	Yes	
Yukata (boys) ゆかた	1 set	Yes	
Happi はっぴ	1 set	Yes	
Judo gi じゅうどうぎ	1 set	Yes	judo wear
Tabi たび	1 pair	Yes	socks
National Flag こっき	1 piece	Yes	
Noren のれん	1 piece	Yes	cloth at the entrance

Kou-haku Maku こうはくまく	1 piece	Yes	red & white cloth for stage
Himousen ひもうせん	1 piece	Yes	red carpet
Hachimaki はちまき	1 piece	Yes	head band
School uniform girl: Sailor suit set (Sailor shirt, Skirt, Ribbon)	1 set	Yes	Japanese girls' school uniform
School uniform girl: Blazer suit set (Blazer, Pleated Skirt, Ribbon)	1 set	Yes	Japanese girls' school uniform
School uniform boy: Stand-up Collar set (Stand-up collar shirt, Trousers,)	1 set	Yes	Japanese boys' school uniform
Zori / Geta	-	-	Japanese sandals
Ikebana equipment set	-	-	Flower arrangement equipment
Tea ceremony equipment set	-	-	Tea ceremony equipment
Koinobori こいのぼり	1 piece	Yes	carp-shaped flag
Cho-Chin ちょうちん	-	-	paper lantern
Sensu せんす	-	-	folding fan
Hagoita (for display) はごいた	-	-	wooden paddles for display
Go set いご	-	-	Japanese board game
Shogi set しょうぎ	-	-	Japanese chess
Traditional toys (wooden toys)	-	-	Spinning top Kendama (Japanese cup and ball) Daruma Otoshi (wooden Daruma dolls)
Modern toys	-	-	Glittering Kendama Spinning top Baseball Board
Japanese students' school bag	-	-	school bag

Application Form* for Borrowing of Cultural Items

Date of application: _____

1. Applicant Information:

(1) Name of Institution: _____

(2) Type of Institution (national, public, private, etc): _____

(3) Office Address: _____

TEL: _____ FAX: _____

(4) Authorized Representative

(ex. Principal, Director, Chief Teacher, Manager, etc. who can be responsible for borrowed items and can compensate for its damage or loss if any)

Name in block style: _____ Position: _____

Signature: _____

(5) Contact Person: (ex. who arrange an event and come to pick up the things)

Name: _____ Position: _____

TEL: _____ FAX: _____ E-mail: _____

2. Purpose:

3. Place to be shown or displayed: _____

4. Items to be borrowed: _____

5. Period of Borrowing: _____ days (From) date _____ month _____ year _____

(To) date _____ month _____ year _____

Approved by the Japan Foundation, Bangkok

Signature: _____

Date: Day _____ Month _____ Year _____

Confirmation of Borrowing / Receipt of Laundry Fee

Description of borrowed items:

No.	Name of Item	Type	Piece

Person who pick up the items

Signature:

Full name in block style:

Date:

JF staff who hand out the items

Signature:

Date:

JF staff who receive the items

Signature:

Date: