

Application Guidelines for Borrowing of Cultural Items

1. Borrowing is 'Free of charge'. However, 'Washable Items' (shown in the table below) must be washed by a professional laundry shop before returned to JFBKK Office.

* We can recommend some 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.

5. Please return the items to Japan Foundation office on the dated mentioned on the application form. If the return date will be delayed, please inform our staff by email or phone call.

6. Please fax the application form to: 02-260-8565

* 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 | Washable | |
|----------------------|---------|----------|-----------------------------|
| 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 | |
| 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 | |
|-----|--------------|------|--|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

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: