PAMBANSANG MUSEO NG PILIPINAS

NATIONAL MUSEUM OF THE PHILIPPINES

VENUE RENTAL APPLICATION FORM

NMP-MSD-F-017

	VENUE RENTAL APPLICATION FORM
Document Reference No.	NMP-MSD-F-017
Effectivity Date:	02 October 2023
Version no.:	2023-000

PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

VENUE RENTAL APPLICATION FORM

Instruction: Kindly accomplish and submit this form together with the signed venue rental agreement and event briefer forms.

Name of Company

Name of Representative

Position/Designation/ Nature of Affiliation

Company Contact Information

Landline

Mobile

Address

Email

Type of Event

Set-up (Layout sheet of venue arrangement is required)

Activity/Event/Project Details

Activity/Event/Project Title

Expected No. of Participants

Date

Time

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VENUE SELECTION

National Museum of Fine Arts	National Museum of Anthropology	National Museum of Natural History	Outdoor	Regional, Area, Site Museums & Satellite Offices
☐ Auditorium ☐ Sergio Osmeña Function Hall ☐ Claro M. Recto Function Hall	☐ Marble Hall ☐ Courtyard ☐ Ayala Room ☐ Reception Hall	☐ The Shell Philippines Centennial Courtyard (Upper) ☐ The Shell Philippines Centennial Courtyard (Lower) ☐ Hyundai Philippines Entrance Hall (Marble Hall) ☐ North Function Hall ☐ BDO East Function Hall ☐ BDO South Function Hall	☐ Park Complex ☐ Others _____	Please indicate the name of the regional office: _____ _____ Particular venue to be rented: _____ _____

Name of Person/s Coming in the Museum *(Continue on Separate Sheet if Needed)*
Kindly submit a separate list of the organizers, suppliers for ingress/egress & participants on the event

Name	Designation

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Materials/Technical/Logistical Specifications Supplied by Client *(Continue on Separate Sheet if Needed)* Items listed in this portion shall be subject to assessment and clearance by the NMP staff (Security, Facilities Management and Conservation Team)				
Quantity	Unit	Particulars	Power Capacity in Watts	Lighting Value

Remarks/Arrangements/Particulars (Continue on Separate Sheet if Needed)

Prepared and submitted by (Name and Signature)		Date	

Reviewed and noted by: Approved by:

RENIELLE S. ROGEL, DBA   **JEREMY BARNS, CESO III**
Chief Administrative Officer   Director-General
Museum Services Division   National Museum of the Philippines

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