




PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

VENUE RENTAL AGREEMENT FORM FOR CENTRAL MUSEUMS

NMP-MSD-F-018

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	Document Reference No.	NMP-MSD-F-018
	Effectivity Date:	02 October 2023
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The National Museum of the Philippines (NMP) is a government and cultural institution that is mandated by law to protect and preserve the nation's natural and cultural heritage. The use of its facilities as Venue Rental is an extended service of the Museum that is being offered with safety and security restrictions as part of its collections and facilities management program. This Venue Rental Agreement Form contains guidelines set by the Museum that should be strictly followed by clients accessing the Museum.


Please read through and sign this document if you agree to abide the stipulated guidelines. Once signed, submit the form together with the accomplished Venue Rental Application Form, Event Briefer Form, and other necessary documents, to events@nationalmuseum.gov.ph.

For questions, you may reach the Museum Services Division through the email provided above or at (02) 88298 1100 local 1032.

1. All requests must be in writing and must be submitted thirty (30) days before the scheduled event. Letter must be addressed to the Head of the Agency Director-General Jeremy R. Barns and may be coursed through via hand-delivered letters (National Museum of Fine Arts, Padre Burgos Street, Manila) or through the official email address (services@nationalmuseum.gov.ph).

Duly accomplished Venue Rental Agreement and Event Briefer (for business entities/companies only) forms must also be sent along with the request letter which will be subject for review, assessment, and approval of the Director-General.

2. Upon submission of required forms, a client coordination meeting will be set by the MSD.
3. Upon meeting, an event Floor Plan shall be submitted to the Director-General for approval.
4. The client must secure a notarized Memorandum of Agreement (MOA) two (2) weeks before the event/activity, and will be subject for review and approval of the NMP Legal Office.
5. An applicable fee shall be paid in full (tax exempted) to the NMP's Cash Section in cash or online bank transfer a week before the event.
 - a. For bank transfer, payment shall be sent to the following details:
 Account Name: National Museum Income Fund
 Account Number: 0012-1184-30
 Servicing Bank: Landbank of the Philippines – Intramuros Branch
 - b. Payment confirmation is within two (2) working days upon submission of the original Deposit Slip or Receipt of Transfer Confirmation Email from bank. Official/ Acknowledgement Receipt will be sent through email upon payment confirmation for online payments.
 - c. Venue rental fee is non-refundable if the reason for cancellation is caused by the client.
 - d. Other payment options are Manager's Check, Cashier's Check or Money Order payable to the National Museum Income Fund.
6. All logistical needs (i.e. chairs, tables, sound system, ushers, etc.) shall be provided by the client.
7. Caterer shall strictly comply with the museum's following policies:
 - a. No cooking inside the museum.

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- b. Caterer shall clean food spills and residue, and observe proper disposal of food waste immediately after the event. Path of the catering staff to and from the event premises shall not pass or traverse collection and specimen areas of the Museum.
 - c. Caterer shall have a designated staging/preparation area.
 - d. Caterer shall employ waste/garbage segregation and shall always observe proper waste disposal.
 - e. Caterer shall be responsible for any untoward circumstance or incident that may result from improper preparation and handling of food.
 - f. Any damage to Museum property that may be reasonably attributed to the caterer shall make the latter liable for such damage or injury. In case of the failure of the caterer to answer for the damage or injury, such failure shall make the event coordinator solidarity liable with the caterer.
8. As a preventive maintenance policy, use of live plants or animals, or any organic materials as ornaments and props during the event are strictly prohibited.
 9. The NMP reserves the right to cancel the venue rental schedule if the client fails to pay before the scheduled event.
 10. Any NMP equipment, furniture, fixtures that will be used for the event shall be inventoried before and after the event.
 11. All outsourced personnel (security and maintenance) who will be assigned to supervise and assist before, during, and after the event shall be duly compensated in cash by the event organizer.
 12. Technical equipment such as light effects and sounds, wirings, stage lay-out, etc. shall be assessed by the Facilities Management and Conservation personnel for safety and security of the museum collections, exhibitions, and facilities.
 13. Only the names listed on the filled-up form accomplished by the client will be allowed entry to the museum. The NMP reserves the right to refuse entry to any visitor as it deems necessary.
 14. Rescheduling of the event must be made three (3) working days before the initial booked schedule. Rebooking should be at least five (5) working days before the new preferred schedule, subject to the approval of the management.
 15. The NMP reserves the right to disapprove requests if it is not in line with the Museum's mandate and objectives and where it will compromise its interest.

JEREMY BARNS, CESO III
Director-General

CONFORME:

(Signature over Printed Name/Date)
Name of Company:
Contact No.: