




**PAMBANSANG MUSEO NG PILIPINAS**  
**NATIONAL MUSEUM OF THE PHILIPPINES**

# **LOCATION SHOOT AGREEMENT FORM FOR CENTRAL MUSEUMS**

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**NMP-MSD-F-015**

 <p><b>PAMBANSANG MUSEO NG PILIPINAS</b> <b>NATIONAL MUSEUM OF THE PHILIPPINES</b></p>	<b>LOCATION SHOOT AGREEMENT FORM FOR CENTRAL MUSEUMS</b>	
	Document Reference No.	NMP-MSD-F-015
	Effectivity Date:	02 October 2023
	Version no.:	2023-000


### LOCATION SHOOT AGREEMENT FORM FOR CENTRAL MUSEUMS

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 location for shoots are extended services of the museum that is being offered with safety and security restrictions as part of its collections and facilities management program. This Location Shoot 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 Location Shoot Application and Project Briefer Forms to [events@nationalmuseum.gov.ph](mailto: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 three (3) weeks before the scheduled event. The 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 [services@nationalmuseum.gov.ph](mailto:services@nationalmuseum.gov.ph).  
Duly accomplished Location Shoot Agreement and Project Brief (for business entities/companies only) Form must also be sent along with the request letter which will be subject for review, assessment, and approval of the Director-General.
2. An applicable location fee of P5,000.00 per scheduled shoot shall be paid to the NMP's Cash Section in cash or through online bank transfer.
  - 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. Location Shoot 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.
3. Other payment options are Manager's Check, Cashier's Check or Money Order payable to the National Museum Income Fund.
4. Photo shoots must be done on Monday within office hours from 10:00 am - 3:00 pm.

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5. Photo shoots must be done within the allowed designated areas only. This includes the National Museum of Fine Arts, National Museum of Anthropology, and National Museum of Natural History buildings' facade, lobby, public staircase, courtyard, and other public spaces.
6. Maximum number of allowed media staff inside the NMP premises is eight (8) including the couple/debutant.
7. 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.
8. The exhibition areas and museum collections are strictly restricted.
9. Bringing in of heavy equipment are not allowed inside the NMP premises.
10. Assembly, construction and bringing in of large props are not allowed inside the Museum.
11. Use of the NMP electricity is not allowed.
12. Food and drinks are not allowed inside the NMP premises.
13. Aerial/drone photography is strictly prohibited inside the museum as part of its security protocols.
14. For aerial/drone photography outside the museum is only allowed to those who are CAAP licensed operators.
15. No holding/dressing room shall be provided to the clients. Make-up, retouch and/or costume change shall be done in the restrooms.
16. The museum shall be properly acknowledged as National Museum of the Philippines upon publishing of photos in print and digital media.
17. All photos taken during the shoot shall be solely used with the agreed and approved purpose/s. Use for other purposes shall require another request for approval and arrangements.
18. Rescheduling of shoot must be made three (3) working days before the initial booked schedule. Rebooking should be at least three (3) working days before the new preferred schedule, subject to the approval of the management.
19. 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 BARNES, CESO III**  
 Director-General

**CONFORME:**

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 Signature over Printed Name/Date

Name of Company:  
 Contact No.: