



**APPLICATION FORM FOR VENUE RENTAL**

Name of Company			
Name of Representative		Position/Designation/ Nature of Affiliation	
<b>Company Contact Information</b>			
Landline		Mobile	
Fax		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	

**VENUE SELECTION**

National Museum of Fine Arts	National Museum of Anthropology	National Museum of Natural History	Outdoor	Regional, Area, Site Museums & Satellite Offices
<input type="checkbox"/> Auditorium <input type="checkbox"/> Sergio Osmeña Function Hall <input type="checkbox"/> Claro M. Recto Function Hall	<input type="checkbox"/> Marble Hall <input type="checkbox"/> Courtyard <input type="checkbox"/> Ayala Room <input type="checkbox"/> Reception Hall	<input type="checkbox"/> The Shell Philippines Centennial Courtyard (Upper) <input type="checkbox"/> The Shell Philippines Centennial Courtyard (Lower) <input type="checkbox"/> Hyundai Philippines Entrance Hall (Marble Hall) <input type="checkbox"/> North Function Hall <input type="checkbox"/> BDO East Function Hall <input type="checkbox"/> BDO South Function Hall	<input type="checkbox"/> The Statue of the Sentinel of Freedom (Lapulapu Monument) <input type="checkbox"/> Binhi ng Kalayaan <input type="checkbox"/> Others _____	Please indicate the name of the regional office: _____

**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

**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 Security, Facilities Management and Conservation staff)*

Quantity	Unit	Particulars	Power Capacity	Lighting Value

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

Prepared and Submitted by (Name and Signature)		Date	
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Reviewed and Noted by:

Approved by:

**ANNE ROSETTE G. CRELENCIA**  
 Chief Administrative Officer  
 Museum Services Division

**JEREMY BARNS, CESO III**  
 Director-General  
 National Museum of the Philippines