



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

**GUIDELINES ON VENUE RENTAL**

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.
2. The letter shall state the objective/s of the request and shall be accompanied by a project brief, which will be subject for review, assessment, and approval of the Director-General.
3. Upon approval, accomplished application and guidelines agreement forms (see Annex A: Application Form) shall be submitted to Museum Services Division (MSD).
4. Upon submission of required forms, a client coordination meeting will be set by the MSD.
5. Upon meeting, an event Floor Plan shall be submitted to the Director-General for approval.
6. 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.
7. An applicable fee (see Annex B: Schedule of Fees) 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. Issuance of Official Receipt is two (2) days upon submission of the original Deposit Slip or receipt of Transfer Confirmation Email from bank.
8. Other payment options are Manager's Check, Cashier's Check or Money Order payable to the National Museum Income Fund and Modified Disbursement System (MDS) Check or LDDAP-ADA (for government transaction) payable after the event.
9. All logistical needs (i.e. chairs, tables, sound system, ushers, etc.) shall be provided by the client.
10. The NMP reserves the right to cancel the venue rental schedule if the client fails to pay before the scheduled event.
11. Any NMP equipment, furniture, fixtures that will be used for the event shall be inventoried before and after the event
12. All outsourced personnel (security and maintenance) who will be assigned to supervise and assist before, during, and after the event shall be duly compensated by the event organizer.
13. Food catering services is allowed on the designated areas only. A separate agreement between the NMP and caterer will be provided. (See attached Annex C: Catering Agreement).
14. 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 and exhibitions.
15. Cancellation of request must be made three (3) days before the schedule of shoot and rescheduled date must be applied at least three (3) days before the new preferred date, subject for approval of the management.
16. For requests coming from the NMP regional, area, and site museums, the Regional Administration and Operations Division (RAOD) shall coordinate with the Museum Services Division for the processing and arrangement of venue rental.



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17. 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.

Please note that currently, the NMP is following the IATF health and safety directives under the government prescribed community quarantine and restrictions (see accompanying additional guidelines).

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**GENERAL REMINDERS AND PROHIBITIONS UNDER THE NEW NORMAL**

1. Wearing of face mask at all times is mandatory. **“NO FACE MASK, NO ENTRY POLICY”** to the museum will be implemented. Wearing of face shield is voluntary.
2. Mandatory temperature check at all entry points will be conducted. The NMP guard on-duty will check body temperature of guests with a thermal scanner before entry. Guests with a temperature of more than 37.5 degrees centigrade as well as guests who have cough, colds, shortness of breath, and other symptoms related to COVID19, shall not be allowed entry in the museum and shall be recommended to proceed to the nearest clinic or hospital.
3. Only those who are fully vaccinated are allowed inside the museum. Proof of full vaccination (card or certificate) must be presented upon entry of the museum premises.
4. 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.
5. Physical distancing must be observed at all times at least 1-meter distance between and among those visitors while inside the museum.

**JEREMY BARNES**  
Director-General

CONFORME:

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(Signature over Printed Name)

Name of Company:

Date :

Contact No.: