VENUE RENTAL GUIDELINES

RESERVATION:
1. Reservation can be made anytime as long as the venue is available. However, you are encouraged to reserve earlier to avoid any inconvenience.
2. Reservations are accepted on a first-come-first-served basis. Phone bookings are tentative only; these will be confirmed upon payment of the reservation fee.

DEPOSITS and PAYMENTS:
1. A 50% downpayment from the venue cost is required to be paid on the time of reservation.
2. The remaining balance must be paid in full before the event.
3. Reservation cannot be closed without payment.
4. Check payments will not be accepted.

PARTY SCHEDULE:
1. Caterers and Party Organizers are allowed to set up at least 3 hours before the event and will have to vacate the venue at least an hour after the event.

2. On the day of the event, the individual(s) who have scheduled the event are requested to arrive 15-20 minutes prior to the scheduled time. Please come with your copy of this contract and receipt.
3. The venue room is only accessible at the scheduled time. In your best interest, and the interest of other events, it is important that you arrive and vacate the party room as scheduled.
4. Museo Pambata shall not be liable for events cancelled due to fortuitous event. The user has been informed that Museo Pambata has no back-up generator and shall not be liable for any power failure.

CANCELLATIONS and REFUNDS:
1. Events cancelled due to inclement weather can be rescheduled for no additional charge.

Museo Pambata Foundation Inc.
Roxas Boulevard corner South Drive, Manila
T: 523-1797 to 98, 536-0595 F: 522-1246 M: (0918)382-2212
email: info@museopambata.org

RESERVATION FORM

NAME OF CLIENT: ___________________________ NAME OF EVENT: ___________________________

DATE OF EVENT: _______________ TIME OF EVENT: _______________ CONTACT NUMBER/S: ___________________

ADDRESS: ___________________________ EMAIL ADDRESS: ___________________________

PACKAGE:

☐ A1 - Multipurpose Hall ☐ C1 - Learning Room
☐ A2 - Multipurpose Hall ☐ C2 - Learning Room
☐ B1 - Karapatan Hall ☐ D - Outdoor
☐ B2 - Karapatan Hall

CATERER: ___________________________

I have read, understood, and agreed to the above terms.

CLIENT’S SIGNATURE OVER PRINTED NAME ___________________________ DATE ___________________________

Museo Pambata Representative: __________________________

SIGNATURE OVER PRINTED NAME ___________________________ DATE ___________________________

TOTAL PACKAGE: ___________________________ DOWNSMMENT: ___________________________ DATE: ___________________________