



TOUR RESERVATION FORM

DATE OF FILING: _____

SCHOOL/INSTITUTION/GROUP: _____

Address: _____

Name of Tour Coordinator: _____

Mobile: _____ Telephone/Fax: _____

Date/s of Tour: Date 1 _____ | Date 2 _____ | Date 3 _____

Time/s of Tour: Time 1 _____ | Time 2 _____ | Time 3 _____

No. of visitors: _____

1. The Museum viewing hours are from **MONDAYS TO SATURDAYS FROM 10:00AM TO 5:30PM** except on Sundays and holidays.
2. Admission fees for adult, students, foreign guests are P100; SENIOR CITIZEN/PERSONS WITH DISABILITIES P80.00.
3. Coordinators are required to call the Marketing office (telefax: 708-7829) for any concerns. You are requested to observe PUNCTUALITY to avoid overlapping of schedules.
4. Ocular visit is advised. Entrance fee is waived up to 3 persons.
5. Booking reservation is required. For every 100 persons = P1,000
6. Discount of 10% on entrance fee and complimentary guided tour will be given for groups of 50 or more.
7. A teacher with valid ID and who can bring 10 students can enter the museum for free.
8. Amount can be deposited to the museum bank account (Metropolitan Museum of Manila- PNB BSP Service Unit #102850-1000-18) or pay directly at the Museum Accounting Office. Please send via fax the bank deposit slip. Full payment should be made upon entry.
9. Cancellation of tour shall be made a week prior to the scheduled date. Otherwise, booking reservations will be forfeited.
10. Visitors are required to come in proper attire and must have been informed of the house rules before entering the Museum premises.

HOUSE RULES (For strict compliance)

- Bags, cameras, mobile phones w/ camera are not allowed in the museum. These items may be left in the respective buses/vehicles. Otherwise, these shall be deposited at the baggage counter or entrusted to the group coordinator.
- Touching of artworks on display is strictly prohibited unless the group is within the Museum's interactive stations.
- Smoking, eating and drinking inside the Museum are not allowed. Converse quietly inside museum premises.
- Tour coordinators are responsible for the behavior of the group. Students should stay with their group until the end of the tour.
- Anybody caught violating the abovementioned rules is subject to appropriate disciplinary actions or will be asked to leave the museum premises with the entire group.

Kindly affix your signature below to signify your conformity with the terms and conditions specified above.

Conforme: _____
Tour coordinator

Booked by: _____
Marketing office

MET'S COPY TOUR COORDINATOR'S COPY