



## *Booking Guidelines*

### *Reservation Procedure*

- Booking should be made at the Marketing Office at Telefax: 5230613.
- Phone booking is accepted but tentative. Tour is considered booked once reservation fee is settled.
- Group tour consists of 50 persons. 10% discount on entrance fee and complimentary guided tour will be given.
- Reservation fee must be settled at least one week prior to the scheduled date. Not refundable and non-transferable. For every 100 persons = P 1,000.
- Re-scheduling is allowed provided that date is available.
- Amount can be deposited to the museum bank account (Metropolitan Museum of Manila - PNB Central bank Service Unit- No. 224-830025-9) or pay directly at the Museum Accounting Office. Please send via fax the bank deposit slip.
- Teachers and tour guides who part of the group with valid ID are Free of Charge. For every 10 students = 1 teacher
- Cancellation shall be made a week prior to the scheduled date. Otherwise, booking reservations will be forfeited.
- Ocular visit is advised. Entrance fee is waived up to 3 persons.

### *Rates:*

- P 100 Children above three years old, Students, Adults & Foreign guest
- P 80 Senior Citizen and Persons with disabilities
- P 500 Tour Guide

## *Museum Policies*

- Visitors are required to come in appropriate attire and must have been informed of the house rules before entering the Museum premises.
- Bags, cameras, mobile phones w/ camera are not allowed in the museum.
- 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. Controlled noise level is highly requested.
- 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. The Museum reserves the right to cut the tour short and ask the entire group to leave the premises.

