



APPLICATION FORM
VENUE RENTAL MUSEA EN ERFGOED ANTWERPEN
De Loods, Red Star Line Museum

1. Applicant

Billing address:

Name

First name

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Position

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Name of company/association/organisation:

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Address (registered office)

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Telephone Fax

Mobile

E-mail

VAT number

Company registration no.

Account number: IBAN

BIC

2. Event manager

The event manager shall be present from the beginning until the end of the event.

Name

First name

Position

Address

.....

Telephone Mobile

E-mail

National registration number



3. Category (type of organisation)

Are you a non-profit or commercial organisation or a private individual?

Category I: non-profit 0

Category II: commercial organisations and private individuals 0

Are you affiliated with the City of Antwerp, its services or any of the directive or internal operational non-profit associations affiliated with it under a management agreement, the autonomous agencies, Antwerp's public social welfare centre and/or the Friends of Musea en Erfgoed Antwerpen? 0

Do you sponsor the Red Star Line Museum and is the use of a venue included in the provisions of the sponsorship contract? 0

4. Information about the event

Description of the type of activity:

Meeting 0

Lecture 0

Academic session 0

Workshop 0

Course 0

Presentation 0

Public relations 0

Reception 0

Other, description: 0

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5. Date, programme and scope of the event

Date:

Group size: (max. 250 persons).....

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Start time for set-up of event: (On weekdays: at 6 p.m. at the earliest. On Saturday at 7 p.m. at the earliest)

Arrival time of the guests:

Start time of the event:

Start time catering:

End time catering:

End time of the event:

End time clean-up (clean-up shall be completed the same evening):

6. Caterer

Catering manager:

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Name, address, caterer:

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Telephone/mobile:

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E-mail:

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Manager present during the event:

Name:

First name:

Position:

Mobile:

7. Tours and guides

De Loods is preferably rented in conjunction with a guided tour or a free visit of the museum.

Guided tours of the exhibition 0

Free visit of the exhibition 0

No exhibition visit 0

Please book guided tours with a (city) guide in your preferred language at least three weeks beforehand with Charlotte Schram, phone +32(0)3 338 44 12, charlotte.schram@stad.antwerpen.be, (Number of participants: max. 15 persons per guide; price: € 65 for a guided tour of one and a half hour or less).

8. Additional facilities

Please indicate any additional services you require.

Visitor guide-booklet	
(estimated price: € 10) (subject to change)	0
Lectern	0
Sound equipment	0
Other	0
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11. Fee structure, rental rules, rules and regulations

Please tick and sign.

You have read and understood the appended pricing structure document (the fees owed by the applicant) and the rules and duties for event organisers and commit to adhering to said rules and applying them. 0

Upon approval of your application you will read the rules and regulations of the Red Star Line Museum and commit to adhere to said rules and apply them.

Your signature:

Application date:

12. Approval of the application

Please return the duly filled out and signed application form at the earliest six months and at the latest six weeks before the scheduled event to Charlotte Schram, Red Star Line Museum at Montevideostraat 3, 2000 Antwerp, phone +32 3 338 44 12, e-mail: redstarline@stad.antwerpen.be

Based on your application we will automatically make a provisional booking for the venue of your choice if it is available. Each application shall be submitted to the director for approval.

You will be notified of the refusal or approval and in the latter case will be put in touch with a museum employee for further practical information and agreements.