Application for Use of Facilities

Office Use

Of the Japan Foundation

Center for Cultural Exchange in Vietnam

27 Quang Trung, Hoan Kiem, Hanoi

**Part 1: Applicant/Group Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of  Organization |  | | | |
| Address | TEL | | | |
| Authorized Representative | Name |  | Authorized Signature |  |
| Position |  |
| Contact Person | Name |  | Position |  |
| Contact  Numbers | Mobile：  E-mail： | | |

**Part 2: Event Information**

|  |  |
| --- | --- |
| Title of Event |  |
| Type of Event |  |
| Description  (purpose, contents, etc.) |  |

**Facilities to be Reserved (please check all that apply)**

Exhibition Hall Classroom

**Part 3: Schedule Information**

“Entry” is when door is unlocked for applicant, and “Exit” is when everyone will have vacated the facility space.

1) Set-up / Load-in

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Entry time | Exit Time | Contents |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

2) Event

|  |  |  |  |
| --- | --- | --- | --- |
| Date or Duration | Entry time | Exit Time | Contents |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

3) Clean-up / Load-out

|  |  |  |  |
| --- | --- | --- | --- |
| Date or Duration | Entry time | Exit Time | Contents |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

As the authorized adult representative of the eligible organization listed on this application, I hereby apply to enter into this rental agreement. **I have read the rules** governing the use of these facilities and agree that these rules will be strictly observed. I assume the responsibilities under this agreement for the conduct of all persons in the facilities during my reservation. The applicant organization agrees to save and keep the facilities of the Japan Foundation Center for Cultural Exchange in Vietnam, harmless from any and all liability whatsoever arising out of the use of the facilities and equipment.

Name of representative of applicant with signature Date

For Office Use Only

Application Approved By:

Director Date

The Japan Foundation

Center for Cultural Exchange in Vietnam