



**1. Applicant's details**

*Invoice address:*

Name ..... First Name .....

Job title .....

Name of company/association/organisation: .....

Address (registered) .....

Telephone ..... Fax .....

Mobile.....

E-mail .....

VAT number .....

Company registration number: .....

Account number: IBAN .....

BIC .....

**2. Details of coordinator**

*The coordinator user must be present from the beginning to the end of the event.*

Name .....

First name .....

Job title .....

Address .....

Phone ..... Mobile .....

Email .....

National registration number .....

**3. Category details (nature of the organisation)**

*Are you part of a non-profit or commercial organisation, or are you a private person:*

Category I: non-profit 0

Category II: commercial organisations and private persons 0



*Are you part of the city of Antwerp, its services and/or internal non-profit organisations, independent agencies, the OCMW of Antwerp and/or the Friends of Musea en Erfgoed Antwerpen associated with the management agreement:* 0

*Are you associated with the sponsor(s) of the Red Star Line Museum for which use of a room is part of the sponsorship contract:* 0

**4. Event details**

*Description of the of the nature of activity:*

- Meeting 0
- Reading 0
- Academic session 0
- Workshop 0
- Course 0
- Presentation 0
- Public relations 0
- Reception 0
- Other, description: 0
- .....
- .....
- .....

**5. Use of locations**

*Which locations would you like to use:*

- The Shed (*max. 250 people – depending on exhibition planning*) 0
- Museum café (*max. 60 people*) 0
- Permanent museum exhibition 0

**6. Date, programme and size of the event**

- Date: .....
- Number of invitees: (*max. 250 people*) .....
- Start time for build up: .....
- Time for guests to arrive: .....
- Activity start time: .....
- Catering start time: .....
- Catering end time: .....
- Activity end time: .....
- End time for break down (*break down on the evening itself is mandatory*):



**7. Catering information**

The museum collaborates with [Keukentuig](#) as the regular caterer. You can contact them for a free quote via [alexander@keukentuig.be](mailto:alexander@keukentuig.be) or +32 (0)468 19 36 12 (during office hours).

Do you want to use our regular caterer, Keukentuig?

Yes 0

No 0

*If you wish to use an external caterer, please provide the details here. An external caterer must make an appointment in advance to view the location and make agreements.*

Name, address of caterer:

.....  
.....  
.....

Telephone/mobile:

.....

Email:

.....

Responsible person present at event:

Name: .....

First name: .....

Job title: .....

Mobile: .....

**8. Guided tour and guides**

*Renting the Shed is preferably linked to guided tours or a free visit to the museum.*

Guided tours of exhibition 0

Free visit to exhibition 0

No exhibition visit 0

You can book the guided tours with a (city) guide in the desired language at least three weeks in advance at Antwerp Tourism and Congress, tel. +32 (0)3 232 01 03, [visit@stad.antwerpen.be](mailto:visit@stad.antwerpen.be).

(Number of participants: max. 15 people per guide; price: €85.00 for a tour of 1.5 hours or less.)



**9. Additional amenities**

*Tick the extra services you require.*

|                                |   |
|--------------------------------|---|
| Visitor guide booklet (€12.50) | 0 |
| Lectern                        | 0 |
| Sound system                   | 0 |
| Beamer                         | 0 |
| Projection screen              | 0 |
| Extra seats (max 200)          | 0 |
| Other                          | 0 |

.....  
 .....  
 .....

If you need extra material, such as standing tables or a podium, please report this to the event manager at least 7 weeks in advance.

**11. Fee regulations, rental regulations and house rules**

*You must sign for reading and agreement.*

You have read the attached fee regulations (the fee payable by the applicant) and the rental regulations and you undertake to strictly observe and apply them. 0

Upon approval of the application, you will become familiar with the house rules of the Red Star Line Museum and undertake to strictly comply with and apply these rules.

your signature: .....

submission date: .....

**12. Approval of the application**

*You submit the completed and signed application form to Red Star Line Museum, Montevideostraat 3, 2000 Antwerp, no more than 6 months and no less than 6 weeks before a planned event. Tel: +32 (0)3 298 27 83, email: [redstarline@antwerpen.be](mailto:redstarline@antwerpen.be)*

*With this completed application form, you will automatically receive an option at the requested location if it is available. Each application is submitted to the management for approval.*

*You will be notified of the final approval or rejection and, in the former case, put in touch with an employee for further practical arrangements.*