To the Director-General of the Martynas Mažvydas National Library of Lithuania

**APPLICATION**

**FOR ARRANGING AN EVENT AT THE MARTYNAS MAŽVYDAS NATIONAL**

**LIBRARY OF LITHUANIA**

**Customer information**

|  |  |
| --- | --- |
| Name |  |
| Company code |  |
| VAT payer | Yes  No |
| VAT ID number |  |
| Contact person  (phone, e-mail) |  |

**Event information**

|  |  |
| --- | --- |
| Date of the event | XX/XX/20XX  Time: From ... to ... |
| Event type | Open  Private  Pre-registration is required |
| Duration of the event | ... hours |
| Event preparation time[[1]](#footnote-1) | Before the event ... hours  After the event ... hours |
| Catering | Will be organised[[2]](#footnote-2)  Will not be organised |
| Number of participants |  |
| Event description, preliminary scenario, target group, event partners, requisites |  |

**Event needs[[3]](#footnote-3)**

|  |  |
| --- | --- |
| Place of the event | Event space  Conference Hall  Meeting Room  Statehood Room  Main Gallery  Atrium on the 3rd floor next to the stained glass  Atrium on the 5th floor  Music Lab  TV Studio  Education Lab  Cinema  Leisure Area  Room adjacent to the Conference Hall  Palanga Summer Reading Room |
| Furniture and other inventory required | Chairs  ... number  Tables  ... number  Partitions  ... number  Tribune  Signs |
| Hardware required | Computer  ... number  Projector  Remote slide advancer  Screen |
| Audio equipment | Microphone  ... number  Simultaneous interpretation, headphones  ... number (not more than 50 pcs) |
| Will the event include publicly performed works?[[4]](#footnote-4) | Yes  No |
| Other remarks / questions |  |

IMPORTANT: due to the lack of available free spaces, the time and space for the event is preliminary reserved after receiving the application, but it does not mean that the event’s organisation has been finally approved.

\* I have read through, become acquainted with and undertake to comply with the Description of the Procedure for Arrangement and Publicity of Events, Live Broadcasts and Exhibitions Organised at the Martynas Mažvydas National Library of Lithuania that was approved by Order No B-28 of the Director-General of 31 January 2018 “On the Approval of the Description of the Procedure for the Arrangement and Publicity of Events, Live Broadcasts and Exhibitions Organised at the Martynas Mažvydas National Library of Lithuania“.

\*\* I warrant that the event will be organised in full respect to provisions of the Law on Copyright and Related Rights of the Republic of Lithuania, works will be used lawfully, and appropriate fee will be paid to creators, copyright owners or the Association LATGA for public performance of works during the event (if it is provided for).

Forename, surname, date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Event preparation time is subject to a fee. [↑](#footnote-ref-1)
2. If you have ticked “Will be organised“, please specify contact details of the supplier. [↑](#footnote-ref-2)
3. The maximum number of furniture and hardware may vary depending on other events taking place at the same time. [↑](#footnote-ref-3)
4. Performance of a work (singing, enacting, playing, declamation, reading aloud, dancing or other form of performing a work, both live and by using any means or equipment (use of recording of works during the event or background music (before the event, during breaks, etc.)). [↑](#footnote-ref-4)