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 ... hoursAfter 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 [ ]  ... numberTables [ ]  ... number Partitions [ ]  ... number Tribune [ ] Signs [ ]  |
| Hardware required | Computer [ ]  ... number Projector [ ] Remote slide advancer [ ] Screen [ ]  |
| Audio equipment  | Microphone [ ]  ... numberSimultaneous 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)