

BOOKING FORM FOR ROOMS / SPACES

To the Director of the Museum

The undersigned Tax Code
In the capacity of of the company/institution
.....

DECLARES

under his/her responsibility and pursuant to the Presidential Decree 445/2000

that the TAX DATA of the applicant, which are also valid to ISSUE AN INVOICE upon acceptance of the quote, are as follows:

Name and surname/Company name
Address/Registered office
Post code
Municipality Province
Tax code (required at all times)
VAT number (if available)
email

Subject to split payment? ☐ Yes ☐ No

Subject to e-invoicing (private parties)? ☐ Yes ☐ No

If you answered "Yes" to the previous question, please type the
7-digit code/PEC

Subject to PA (public administrations) e-invoicing? ☐ Yes ☐ No

If you answered "Yes" to the previous question, please type the
IPA code

Notes to be added in the invoice

Please note: any request to add your details (e.g.: project names, funding from public institutions, etc.) received after invoicing can't be accepted.

REQUESTS

to use the room/space

at the Museum located in Via
for the day(s) from to
for the following reason

☐ potential request of audio-video equipment, where available

DECLARES

to be aware of the contents of the Deliberation of the Municipal Council, general protocol n. 129190/2019, regarding the approval of the tariff plan

to be aware of the contents of the document "Operating rules"

ACKNOWLEDGES

that nothing is owed by Settore Musei Civici Bologna, with the exception of the refund of any advance payment, in case of a cancellation of the event as a result of any regulations that have arisen for the containment of the health emergency or due to force majeure events.

UNDERTAKES to pay

..... euro + VAT for the use of the room/space

..... euro + VAT for current expenses

for an overall amount of euro + VAT

and a **TOTAL to be paid (including VAT) of euro**

which should be paid by using the following methods:

bank transfer with banking fees to be paid by the applicant to the following current account held by the Comune di Bologna - IBAN code IT 88 R 02008 02435 000020067156 - BIC/SWIFT code UNCRITM1BA2 (UniCredit Banca - Agency of Bologna Ugo Bassi, via Ugo Bassi 1), indicating the following REASON FOR PAYMENT: use of space at the Museum (please type the name of the museum).

The copy of the payment receipt must be sent to clientiBMfatture@comune.bologna.it and to the Museum of reference; subsequently, the invoice will be issued.

The amount shall be paid in full, without charging any fees or expenses, without any rounding up or down, otherwise the agreement will be cancelled.

Please note: all payments coming from the Italian public administrations must be made following the issue of an electronic invoice to the Bankitalia unified public treasury account that will be indicated in the document.

Personal details and address of the person responsible for organizing the event, acting as a contact person during the event and in charge of monitoring and ascertaining any breaches of the current antismoking regulation:

Name and surname: Telephone:

Other notes:

☐ I hereby request to use the room free of charge

☐ I hereby request to use the room with a discounted rate

Reasons for the request

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

Date

The applicant

.....

Authorization of the Museum Director