

(For JFBKK use)

Received date :

Person in charge :

The Japan Foundation, Bangkok

Application for Permission to Use Facilities

Date : _____

1. Applicant overview

Organization Name				
Address				
Representative	Position		Signature	
	Name			
Person in charge	Position		Name	
	Contact	Telephone Mailing Address Email Address		

※Please attach documents that explains the overview of your organization

2. Date and time of the requested usage

※Please understand that we may not be able to meet all your requirements.

Date/ Time	1 st Priority Request	DD	MM	YY	(Day)
	:	~	:		
	2 nd Priority Request	DD	MM	YY	(Day)
	:	~	:		
Venue	Multi-purpose room				

3. Purpose of usage

※Please attach 1 copy of a pamphlet or any document if you have created one. If you cannot prepare in time for the application submission, please prepare bring it on the usage day.

Project Type	☐ Organizing a lecture/ seminar (Public / Private) ☐ Organizing a meeting within authorized staffs ☐ Others ()
Project Name	
Brief Description of Project	
Number of main participants	
Cooperating Organizations (Organization name, Cooperation format)	
Other special mentions, details (Promotion method, any related sales, etc.)	

Notice upon facility usage

- Please return facilities and properties in its original state. If there are any damages caused to the facilities, compensation cost of actual article or expenses will be required.
- It is required that the applicant has to be responsible for own event that will be held within the premises. It is not permitted to use the Japan Foundation's phone number as a contact number. (Excluding projects that are co-organized by the Japan Foundation, Bangkok)
- When preparing promotional materials for the event, please feature the Japan Foundation's name as "In co-operation with the Japan Foundation, Bangkok".