



## EVENT REGISTRATION FORM

**Thank you for choosing BGC as the venue for your event. Please fill-in the details below so we can properly assist you. It is our intent to make every event in BGC a success.**

**I. EVENT PURPOSE:**

*(Put an "X" )*

- |  |  |
|--|--|
| <input type="checkbox"/> FUN RUN       | <input type="checkbox"/> BAZAAR          |
| <input type="checkbox"/> CONCERT       | <input type="checkbox"/> RUNNING CLINIC  |
| <input type="checkbox"/> PRINT AD      | <input type="checkbox"/> EMERGENCY DRILL |
| <input type="checkbox"/> TV COMMERCIAL | <input type="checkbox"/> OTHERS _____    |

\*For personal photoshoot like Pre-Nups, please use the Photoshoot Registration Form

**II. EVENT TITLE:**

**III. CONTACT DETAILS:**

1. ORGANIZER / COMPANY NAME:	<input style="width: 100%;" type="text"/>
2. ORGANIZER / COMPANY ADDRESS:	<input style="width: 100%;" type="text"/>
3. E-MAIL:	<input style="width: 100%;" type="text"/>
5. MOBILE:	<input style="width: 100%;" type="text"/>
7. CONTACT PERSON:	<input style="width: 100%;" type="text"/>
4. COMPANY TIN*:	<input style="width: 100%;" type="text"/>
6. LANDLINE:	<input style="width: 100%;" type="text"/>
8. POSITION:	<input style="width: 100%;" type="text"/>

\*Individual's TIN if organizer is not a company

**IV. EVENT DETAILS:**

1. EVENT DATE:	<input style="width: 100%;" type="text"/>	2. START/END TIME:	<input style="width: 100%;" type="text"/>
3. INGRESS DATE:	<input style="width: 100%;" type="text"/>	4. START/END TIME:	<input style="width: 100%;" type="text"/>
5. EGRESS DATE:	<input style="width: 100%;" type="text"/>	6. START/END TIME:	<input style="width: 100%;" type="text"/>

**V. VENUE:** *(Put an "X" )*

**PARKS & COMMON AREA**

<input type="checkbox"/> TRACK 30TH	<input type="checkbox"/> ZAMORA CIRCLE	<input type="checkbox"/> SSS LOT
<input type="checkbox"/> TERRA 28TH	<input type="checkbox"/> KASALIKASAN	<input type="checkbox"/> ROADS <i>(Please specify)</i>
<input type="checkbox"/> BURGOS CIRCLE	<input type="checkbox"/> GREENWAY PARK	
<input type="checkbox"/> DE JESUS OVAL	<input type="checkbox"/> SUNDIAL PARK	<input type="checkbox"/> OTHERS _____

ART WORKS  WALL MURALS LOCATION \_\_\_\_\_

SCULPTURE LOCATION \_\_\_\_\_

**VI. APPLICABLE FEES**

*1. Required Fees*

- a. PERMIT FEE: PHP 500.00
- b. EVENT MANAGEMENT FEE: PHP 16,800.00
- c. SECURITY DEPOSIT (Refundable) - *to be determined by BESC*
  - P 20,000 *(For small scale events like Bazaar, Commercial Shoot, Running Clinic, Birthday or 1000 participants and below)*
  - P 50,000 *(For Medium scale events like Concert, Fun Run, Fireworks Display or 1000 to 3000 participants)*
  - P 100,000 *(For Large scale events like Major Concert, Fun Run, Big Bazaar or 3000 participants and above)*

*2. Other Fees*

- |   |   |
|---|---|
| a. VENUE FEE                                      | g. HOUSEKEEPING-quantity will vary based on event |
| PARKS: P6,720 <i>(Every 3 hours)</i>              | P 800/ pax  |
| ART WORKS <i>(Please refer to BAFI Rate Card)</i> | P 16,000 <i>(For Fun Run ONLY)</i>                |

SSS LOT: P25/sqm

b. LOGISTICS FEE: PH 5,000

c. SIDEWALK FEE: P 935/sqm

d. ROAD USAGE (rate per lane per block)

FIRST 4 HOURS: P 6,200 / lane / block

24 HOURS: P 18,500 / lane / block

SUCCEEDING HOUR: P 620 / lane / block

e. FBDC CITY MARKETING

Merchandising Fee - P 11,200/brand/day

Selling Fee - P 11,200/brand/day

Commercial Fee - P33,600/area/day

f. BONIFACIO ARTS FOUNDATION, INC. (BAFI):

Please refer to the BAFI Art Rate Card Worksheet

h. TRAFFIC MARSHALS -quantity will vary based on event

P 880 / pax

i. K9 SERVICES- quantity will vary based on event

P 4,000/ set

(For promotion of brand through Out -of-Home (OOH) media like standees, booth, banners, etc.)

(For commercial selling in leased non-commercial assets like parks, parking lots, etc.)

(For use of BGC image/s in commercial campaigns like TVCs, Print Ads, Digital Ads/Campaigns, etc.)

## VI. REQUIREMENTS

Please refer to List of Requirements Worksheet



## PHOTOSHOOT REGISTRATION FORM

Thank you for choosing BGC as the venue for your event. Please fill-in the details below so we can properly assist you.  
It is our intent to make every event in BGC a success.

### I. PHOTOSHOOT:

(Put an "X")

PRENUP       BIRTHDAYS       \*DRONE       OTHERS

\* Must have a CAAP Certificate of Authorization

### II. PROJECT TITLE:

### III. CONTACT DETAILS

1. ORGANIZER / NAME:

2. ORGANIZER / ADDRESS:

3. E-MAIL:

4. COMPANY TIN :

5. MOBILE NUMBER:

6. LANDLINE:

\*Individual's TIN if organizer is not a company

### IV. PHOTOSHOOT DETAILS

1 DATE & TIME:

2 START/END TIME:

### V. VENUE: (Put an "X")

PARKS & COMMON AREA  TRACK 30TH       ZAMORA CIRCLE       SIDEWALKS (Indicate Street/Avenue)

TERRA 28TH       KASALIKASAN

BURGOS CIRCLE       GREENWAY PARK       OTHERS

DE JE SUS OVAL       SUNDIAL PARK

ART WORKS  WALL MURALS

Location: \_\_\_\_\_

SCULPTURE

Location: \_\_\_\_\_

VI. FEE (VAT Inc): P2,000/day

## **NEW LIST OF REQUIREMENTS (Attachment/Documents)**

### **FUN RUN REQUIREMENTS**

- “ Registration Form
- “ Event Lay-out/Set-up plan and details
- “ UAV / Drone (*if Applicable*) as per CAAP Memorandum Circular No. 21 series of 2014
  - “ Attach UAV Certificate of Authorization
- “ Map
  - “ Race route
  - “ Hydration Plan
  - “ Road closure signage
  - “ Security and Medics
- “ Security and Safety
  - “ Emergency Medical Services
  - “ Security Plan
  - “ Coordination with PNP and/or other friendly forces
- “ LGU Permit (Endorsement will be provided by BESC)
  - “ LGU/City Mayor of Taguig
  - “ Barangay
- “ Signed and Notarized Quit Claim form (provided by BESC)
- “ Official Receipts
  - “ FBDC City Marketing
  - “ Other FBDC Sub-group (if applicable)

### **EVENT ACTIVATION (Common areas and Parks) REQUIREMENTS**

- “ Registration form
- “ Location (venue), Lay-out/Set-up plan, Deck
- “ UAV / Drone (*if Applicable*) as per CAAP Memorandum Circular No. 21 series of 2014
  - “ Attach UAV Certificate of Authorization
- “ Road usage (if applicable)
  - “ Lay-out
  - “ Details (No. of lane, date, time)
  - “ Road closure
- “ Security and Safety
  - “ Emergency Medical Services
  - “ Contingency and Security Plan
- “ LGU Permit (Endorsement will be provided by BESC)

- “ LGU/City Mayor of Taguig
- “ Barangay
- “ Signed and Notarized Quit claimed form (provided by BESC)
- “ Signed Clearance Form
  - “ FBDC City Marketing
  - “ Other FBDC Sub-group (if applicable)

### **FIREWORKS DISPLAY**

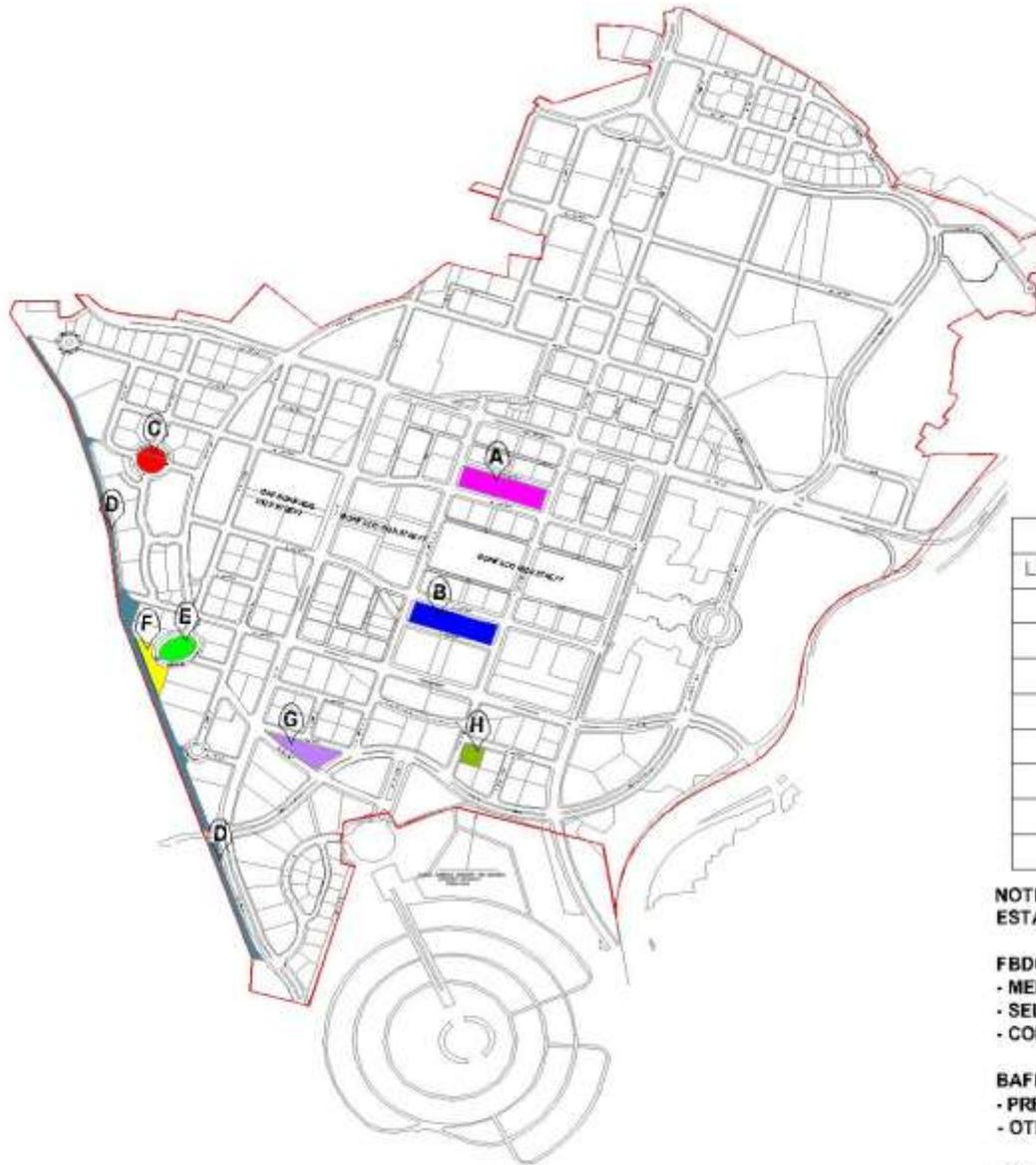
- “ Registration Form
- “ UAV / Drone (*if Applicable*) as per CAAP Memorandum Circular No. 21 series of 2014
  - “ Attach UAV Certificate of Authorization
- “ LGU Permit (Endorsement will be provided by BESC)
  - “ LGU/City Mayor of Taguig
  - “ Barangay
- “ BFP Permit
- “ Signed and Notarized Quit claimed form (provided by BESC)

**BAFI ART PIECES: COMMERCIAL PHOTO / VIDEO SHOOT**

Rate Card (June 2016)

Venue	Venue Fee Per Day (Online)
<p><b>A. Monuments</b></p> <p>The Trees – FBDC lot but surrounding area is Burgos Circle and TMM</p> <p>Transformation – FBDC lot but background is W Kasaysayan Bawat Oras – FBDC lot. Careful not to shoot Singapore Embassy</p> <p>Supremo - FBDC</p> <p>Kasalikasan - FBDC</p> <p>Balanghai - FBDC</p> <p>Pasasalamat - FBDC</p> <p>Meditation Hill – FBDC but surrounding area is Serendra and Market! Market!</p>	<p align="center">25,000/site or 20,000/site if three or more sites</p> <p align="center">Use of image for 1 year</p>
<p><b>B. Interactive Art Pieces in BHS and Parks</b></p> <p>Specific Gravity - BHS</p> <p>TINSTAEJ # 85 - BHS</p> <p>Presence - BHS</p> <p>Hearsay - BHS</p> <p>Bearable Lightness - BHS</p> <p>Color Me Chameleon – Terra 28th</p> <p>Musical Steps – Terra 28th</p> <p>Telephone Poles – Track 30<sup>th</sup></p>	<p align="center">20,000/site or 15,000/site if three or more sites</p> <p align="center">Use of image for 1 year</p>
<p><b>C. Murals</b></p> <p>BGC Signage - FBDC</p> <p>Opening Windows of Imagination for Children who Find Certain Doors Permanently Shut – FBDC</p> <p>Sweet Dreams - FBDC</p> <p>It's Yours - DPWH</p> <p>AcoustiCity: Plug, Listen and Share - FBDC</p> <p>Untitled by Drew Merritt – Globe Tower</p> <p>Magic in Manila - FBDC</p> <p>Between the Lines – Icon Plaza, lot of FBDC</p> <p>Wonderland – Daiichi, lot of Pioneer Insurance</p> <p>The Heart of God's Country – W Group, lot of</p> <p>Let's Roll – Shell but technically FBDC</p> <p>Calamansi and Sampaguita - FBDC</p> <p>Untitled by Kris Abrigo – NET Group</p> <p>Magsasaka – Max's Group</p>	<p align="center">20,000/site or 15,000/site if three or more sites</p> <p align="center">Use of image for 1 year</p>
<p><b>D. Murals in Bonifacio High Street</b></p> <p>Charlotte</p> <p>We Are What We Pretend to Be</p> <p>Pilandok</p> <p>Pangako</p> <p>May You Find Comfort Here</p>	

Owl Hand Wallflowers Araw + Ulap + Laro = Saya Sweet Dreams in BGC Andres Bonifacio Metropolis Mother Nature: Four Seasons See No Evil, Hear No Evil, Speak No Evil	15,000/site or 12,000/site if three or more sites Use of image for 1 year
---	--



BASIC FEES	
ITEMS	RATES
PERMIT FEE	Php 500.00
VENUE FEE	see list of venue
EVENT MANAGEMENT	Php 16,800.00
LOGISTIC FEE	Php 5,500.00
ROAD USAGE (1ST 4 HOURS/LANE/BLOCK)	Php 6,160.00
ROAD USAGE (24 HOURS/LANE/BLOCK)	Php 16,480.00
ROAD USAGE (24 HOURS/100M/LANE/BLOCK)	Php 516.00
SIDEWALK USAGE (PER SQ.M)	Php 933.33
SECURITY DEPOSIT	Php 20,000.00
HOUSEKEEPING	Php 800.00/peax
HOUSEKEEPING (Fun/Run)	Php 16,000.00
TRAFFIC MARSHAL	Php 880.00/peax
PRENUP/DEBUT/DRONE	Php 2,000.00
K-9	Php 4,000.00/each

BGC PARKS AND OPEN SPACES			
LEGEND	LOCATION	TOTAL AREA	VENUE FEE PER DAY
A	TRACK 30TH	8,100 SQ.M	Php 6,720/3hr
B	TERRA 28TH	6,100 SQ.M	Php 6,720/3hr
C	BURGOS CIRCLE	2,800 SQ.M	Php 6,720/3hr
D	GREENWAY PARK	1.6 KM	Php 6,720/3hr
E	DE JESUS OVAL	3,100 SQ.M	Php 6,720/3hr
F	KASALIKASAN	350 SQ.M	Php 6,720/3hr
G	SUNDIAL	4,200 SQ.M	Php 6,720/3hr
H	SSS LOT	6,000 SQ.M	Php 25/SQ.M

**NOTE:**  
ESTATE CHARGES ARE BASED ON APPROVED LAY-OUT

**FBDC FEES**

- MERCHANDISING: 10,000.00 / BRAND / DAY
- SELLING: 10,000.00 / BRAND / DAY
- COMMERCIAL: 30,000.00 / AREA / DAY

**BAFI ART WORK**

- PRENUP/DEBUT: Donation of 5,000.00
- OTHERS

**FOR OPEN SPACES / VACANT LOTS**

- COORDINATED THROUGH BESC SUBJECT TO APPROVAL OF LOT OWNER



**ORDER OF PAYMENT**

DATE: February 20, 2017

EVENT TITLE : \_\_\_\_\_  
 PROJECT ADDRESS : \_\_\_\_\_  
 COMPANY NAME : \_\_\_\_\_  
 COMPANY ADDRESS : \_\_\_\_\_  
 TAX IDENTIFICATION NO. : \_\_\_\_\_

PERMIT NO. \_\_\_\_\_

Inress: \_\_\_\_\_  
 Egress: \_\_\_\_\_  
 Lane Used: \_\_\_\_\_  
 Purpose: \_\_\_\_\_

**ORDER OF PAYMENT**

<b>ROAD USAGE</b>			
		X	5,500.00 first 4-hours per lane
	-	X	550.00 additional per hr. per lane
		X	16,500.00 24 hours per lane
		X	165,000.00 per month per lane
	-		Subtotal
	-		12% VAT
<i>Php</i>	-		<b>PAYABLE TO BGCEA</b>
<b>VENUE FEE (PARKS)</b>			
		X	6,000.00 every 3-hours
<i>Php</i>	-		Subtotal
	-		12% VAT
	-		<b>PAYABLE TO BGCEA</b>
<b>EVENT'S MANAGEMENT FEE</b>			
		X	15,000.00
<i>Php</i>	-		Subtotal
	-		12% VAT
	-		<b>PAYABLE TO BGCEA</b>
<b>SIDEWALK USAGE</b>			
		X	833.33 per square meter
<i>Php</i>	-		Subtotal
	-		12% VAT
	-		<b>PAYABLE TO BGCEA</b>
<b>LOGISTICS FEE</b>			
		X	5,000.00
<i>Php</i>	-		Subtotal
	-		12% VAT
	-		<b>PAYABLE TO BGCEA</b>
<b>HOUSEKEEPING FEE</b>			
	-	X	800.00 per pax
	-	X	16,000.00 per event
	-		<b>PAYABLE TO JSA</b>
<b>TRAFFIC MARSHAL</b>			
		X	880.00 per pax
	-		<b>PAYABLE TO MEGAVPS</b>
<b>K-9</b>			
	-	X	4,000.00
	-		<b>PAYABLE TO MEGAVPS</b>
<b>SECURITY DEPOSIT</b>			
	-	X	20,000.00
<i>Php</i>	-		<b>PAYABLE TO BESC</b>
<b>WORK PERMIT FEE</b>			
		X	500.00 14-days
	-	X	1,000.00 per month
<i>Php</i>	-		<b>PAYABLE TO BESC</b>
<b>MERCHANDISING FEE</b>			
	-	X	-
	-	X	-
<i>Php</i>	-		<b>PAYABLE TO FBDC</b>
<b>BGC BUS STOP</b>			

	-	X	-	
	-	X	-	
<b>Php</b>	-			<b>PAYABLE TO BGC BUS</b>

**ART FEE (Art work and Murals)**

	-	X	-	per mural
	-	X	-	per art work
<b>Php</b>	-			<b>PAYABLE TO BAFI</b>

**TOTAL PAYMENT (CASH / CHECK BREAKDOWN)**

<b>Php</b>	-	Payable to <u>Bonifacio Estate Services Corporation</u>	_____	Signature over Printed Name
<b>Php</b>	-	Payable to <u>Bonifacio Global City Estate Association Inc.</u>	_____	Signature over Printed Name
<b>Php</b>	-	Payable to <u>JSA, Inc</u>	_____	Signature over Printed Name
<b>Php</b>	-	Payable to <u>Mega VPS Security Agency Inc.</u>	_____	Signature over Printed Name
<b>Php</b>	-	Payable to <u>FBDC City Marketing</u>	_____	Signature over Printed Name
<b>Php</b>	-	Payable to <u>APMC Car Park</u>	_____	Signature over Printed Name
<b>Php</b>	-	Payable to <u>Bonifacio Art Foundation Inc.</u>	_____	Signature over Printed Name
<b>Php</b>	-	Payable to <u>Bonifacio Bus Stop</u>	_____	Signature over Printed Name
	-	<b>Total Amount</b>	_____	Signature over Printed Name

[MEGA VPS-Metrobank Account #: 265-3-26551313-2](#)  
**JSA INC-Contact: Joed Magbitay 0917-859-1311**

**MODE OF PAYMENT**  
 CASH  
 CHECK

**NOTE: PLEASE ATTACH THIS ORDER OF PAYMENT TO THE PERMIT.**  
 Processing of permit application is **3 to 5 days.**

Prepared by:  
 \_\_\_\_\_  
**ARFortich**  
 Date:

Approved by:  
 \_\_\_\_\_  
**ATLuto**  
 Date:

**Guidelines**

- a. FBDC and BESC reserve the right to relocate event venues of such reasonable causes including, but not limited to, sale and lease of lot, FBDC owned-initiated events and determination that holding the event on such site may be detrimental to the nearby locators and construction activities. In such case, FBDC or BESC shall recommend alternate venues to the organizer.
- b. During the coordination of the event, FBDC or BESC may alter or add terms and conditions as necessary. The permit is not transferable, and is revocable at the sole direction of FBDC.
- c. FBDC or BESC reserves the right to revoke a permit or impose penalties when deemed necessary, such as non-compliance with event/exhibit guidelines or house rules.

**Restrictions and Special Permissions**

- i. Street Parking is STRICLY prohibited. The event organizer shall be responsible for informing all guests and event participant of the designated parking. All vehicles parked along the street will be
- ii. Aerial display of fireworks is not allowed without prior approval from BESC and shall be notified at least 20 days before the event. A separate permit shall also be secured from the Bureau of Fire
- iii. No permanent physical changes should be made in the area such as boring of holes, repainting or walls or floors, etc. Any damage or loss to FBDC/ BESC property shall be charged to the organizer.

**Indemnification of FBDC and BESC**

- i. Fort Bonifacio Development Corporation, Bonifacio Estate Services Corporation, and subsidiaries, shall not be responsible nor accountable for any loss of/damage to products/displays nor injury to third party during the event/exhibit.
- ii. The event organizer shall be responsible for repaint and restoration of the event area to its original state. Restoration shall include repair of damage, landscape, existing utilities, and other facilities even if not located within the event site, if the damage was caused by and during the term of the event (ingress and egress included). In view of a joint inspection shall be conducted by both representatives of FBDC and/or BESC, and the organizer in the event venue before and after the ingress/egress dates to determine if there are any damages in the area as a result of the event/set-
- iii. The event organizer, its representatives, agent’s employees and contractors as well as participants and audience of the event shall not hold FBDC/AMPC/BESC and its subsidiaries and joint companies for any accidents, injuries and damages that may occur to the participants and

This is to certify that I, \_\_\_\_\_ under  
 \_\_\_\_\_, organizer of  
 \_\_\_\_\_ have read and agree to abide by the Events  
 and Advertising Guidelines in Bonifacio Global City. \_\_\_\_\_

ORGANIZER’S SIGNATURE OVER PRINTED NAME: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

DATE: \_\_\_\_\_