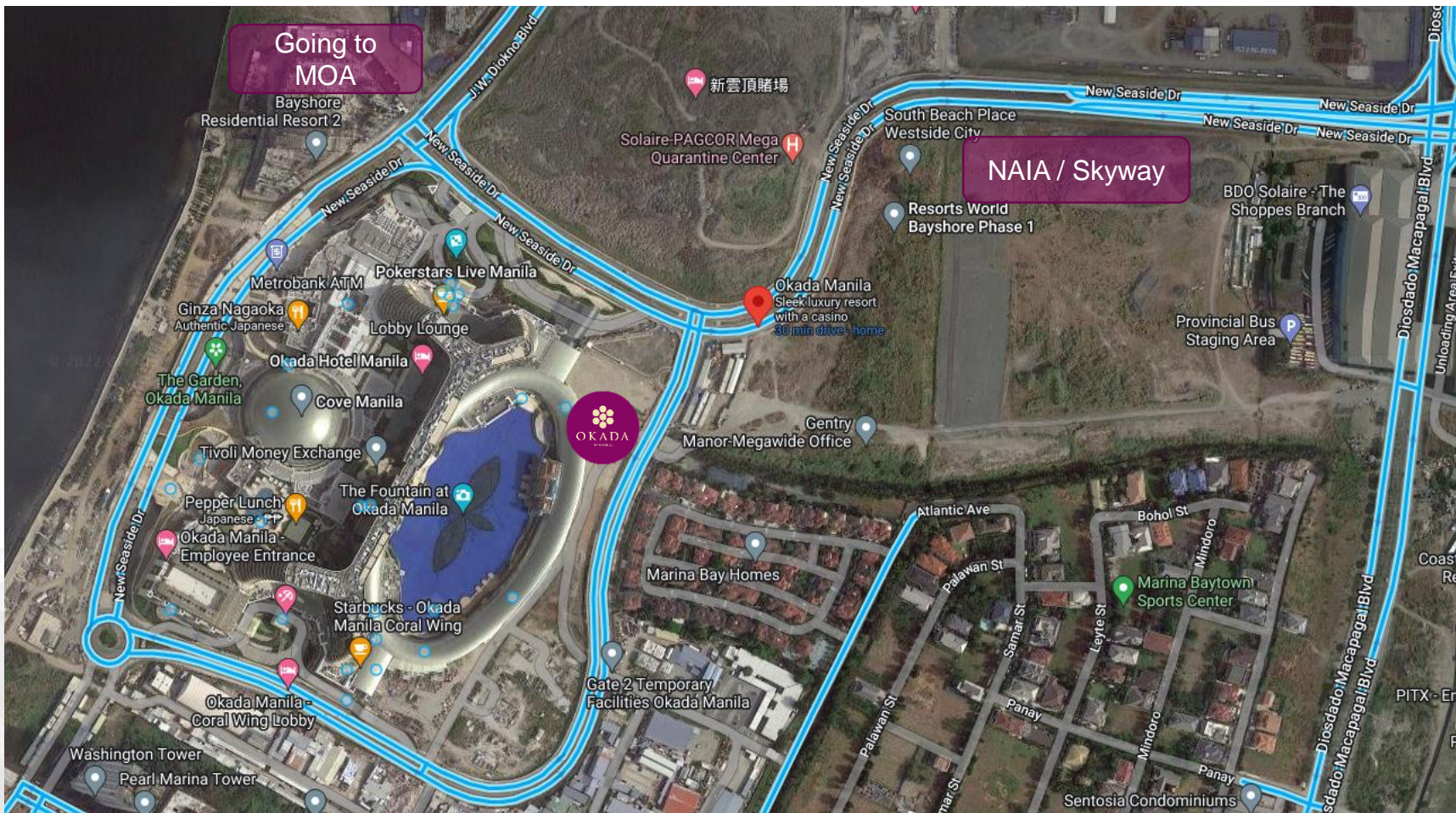


# CRYSTAL PAVILION

## Exhibitors' Briefing







## How to get to Okada Manila

- **From SM MOA-** take southbound of Diokno Blvd; Go straight until you reach New Seaside drive. for self-parking, go straight and turn left to the Rotunda entrance; For queuing and ingress, turn left and then right at Boulevard 2000
- **From NAIA/Skyway:** Take Entertainment City Exit; Drive along New Seaside Drive; for self parking, turn left from traffic light intersection; go straight and turn left to the Rotunda entrance; For queuing and ingress, turn left at Boulevard 2000 (first intersection)
- **From Edsa Extension-Heritage Plaza area -** from EDSA, turn left at Roxas Blvd, go straight and upon reaching MIA Road intersection, turn right at New Seaside Drive; Go straight. For self parking, turn left from traffic light intersection; Go straight and turn left to the Rotunda entrance; For queuing and ingress, turn left at Boulevard 2000 (first intersection)
- **From Cavite:** Turn left at Pacific Drive; Turn right at Macapagal Ave; Turn left at New Seaside drive; For self parking, turn left from traffic light intersection; Go straight and turn left to the Rotunda entrance; For queuing and ingress, turn left at Boulevard 2000 (first intersection)



# Crystal Pavilion



Location: Upper Ground Floor, Pearl Wing,  
Crystal Corridor

Entrances / Access:

The Fountain Foyer entrance

The Promenade- Casino Entrance

The Promenade – The Gift Boutique

Escalator: 2 – Pearl and Coral Escalators

Restrooms: 2

The Fountain Viewing Deck Access: 2



# INGRESS Queuing Area & Guidelines

# Ingress Requirements

## Organizers

- Final list of exhibitors
- List of staff who will manage the ingress
- Samples of vehicle or delivery pass, ingress ID, event ID cards for exhibitors, contractors, media, etc
- Ingress ID for all staff pref with Photo
- Guest / Vehicle Identifiers (if applicable)

## Contractors

- Vehicle Pass
- Signed Outside Contractors Agreement Form (OCA)
- List of manpower
- List of vehicles and plate numbers
- Names of drivers
- List of equipment
- Government-issued ID for staff
- Presence of a DOLE-Certified Safety Officer Level 2

## Exhibitors

- Vehicle Pass (if applicable)
- Signed Outside Contractors Agreement Form (OCA)
- List of manpower
- List of vehicles and plate numbers
- Names of drivers
- List of equipment
- Government-issued ID for staff
- Indemnity form (food exhibitors)
- Health Certificate (food exhibitors)

✓ **Must be emailed to the organizers / Okada Manila team**  
✓ **Bring (2) hard copies of each document to be presented at Gate 4**  
**No ID, incomplete vehicle and staff list and other requirements, NO ENTRY.**

# Sample Manpower List

No.	Name	Company	Name of Event / Purpose of Visit
1			
2			





## INGRESS PROCEDURE

### Step 1: Issuance of Contractors' Pass

- Contractors to proceed to **Gate 4**. This shall be the main entry point of all contractors.
- Contractors may park their vehicle temporarily at the available lot



- Approach the guard on-duty inside the building and present the printed copy of the OCA, manpower list, and the IDs of each contractor.



- Once cleared, Okada Manila contractor's pass will be issued to each contractor.
- Contractor may now proceed to the event venue's drop-off point.









## FOUNTAIN FOYER ENTRANCE

### Step 2: Proceed to Drop off point

- After Contractor's ID issuance, contractor may now proceed to Fountain Foyer entrance ( Pearl Side)

**Note:** Refer to FM the structural capacity of the Façade.

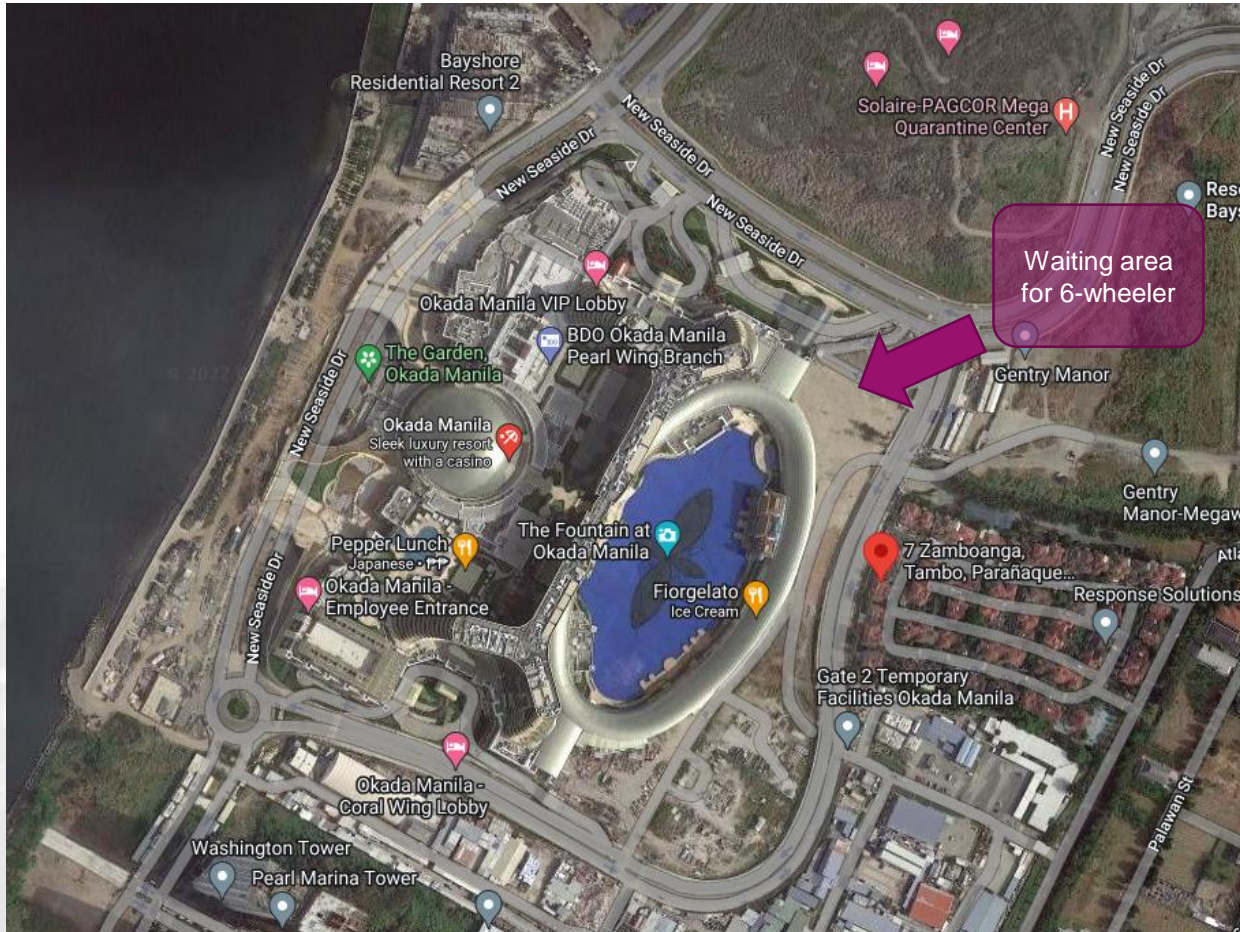
- K9 Man dog team to manually check and clear all equipment /items based on the submitted equipment list before entering Okada Manila premises.
- When cleared, contractors may now unload all equipment /items and enter the event venue to start their set-up.

### Step 3 : Set –up

- Contractor to ensure to have a printed copy of OCA on hand for Security's random check inside the venue .



# Queuing area



Wing vans / 6-wheeler trucks will have to park at the designated waiting area. Smaller transport vans are recommended for ferrying the items going to the Fountain Foyer entrance



# 6-Wheeler Vehicles



- Only vehicles / trucks with max capacity of **4,200 kg** are allowed to go up the Fountain Foyer drop off.
- Container vans / 10-wheeler trucks with more than 4,200 kg max capacity will have to remain parked at the Queuing Area.
- Smaller transport vans are recommended for ferrying the items going to the Fountain Foyer entrance



# Exhibitors/Contractors DROP-OFF AREA



# DROP-OFF AREA FOR CONTRACTORS AND EXHIBITORS WITH EQUIPMENT AND SUPPLIES

## The Fountain Foyer Entrance

Ingress hours:  
12MN – 10AM (10hrs)

Vehicle Type:  
All 4-wheelers  
Elf trucks

Baggage/Cargo limits:  
4200 kg gross weight

Can Accommodate 2  
vehicle at a time

*Note:*  
*Large 6 /10-wheelers  
trucks are not allowed  
to go up.*



Outside



# Ingress Requirements

Outside Contractor's Agreement form (OCA)

Indemnity Form for Food Merchants

List of all contractors and their respective staff

Event ID cards of Exhibitors, contractors, crew as issued by the Organizer to be sent in advance

Sample of Vehicle / Delivery tags to be issued by the event organizer

Delivery vehicle details:  
Vehicle type | Plate number | Driver's name | Crew /  
Passengers' Names

Final and approved list of exhibitors

In case of hiring transport companies such as LalaMove or Transportify, Organizer must advise and identify who these exhibitors are to the Okada Manila team.

**All staff and crew whom will ingress must wear the contractor's pass.**

**Staff and Crew's names must match the list provided to Okada Manila. Kindly avoid last minute changes.**

**No ID, incomplete staff list and other requirements, no entry.**



# Occupational Safety & Health (OSH) Briefing

Each contractor with **more 10-50 workers must have a DOLE-Certified Safety Officer 2 (SO2)** on their team that will oversee the safety of the worker during the event set-up. For 1-10 workers, a Safety Officer 1 (SO1) is advised. *(RA 11058 per DO 198-18 requirement)*

All workers (organizers, suppliers, contractors) are required to attend the **Security & Safety Briefing** to be **facilitated by the Okada Manila Occupational Safety and Health (OSH) team** prior to the start of activity. No one is allowed to conduct work activity on site without the briefing.

In case of multiple ingress days, the **Contractor's SO2** will be responsible in cascading the safety briefing initially done by Okada Manila's OSH team to the new and incoming exhibitors / vendors / suppliers.

OCA form shall be signed by the representative stating that he / she understood and completely agrees to adhere to the new guidelines imposed by Okada Manila.



# Ingress Recap

ID Issuance  
and Validation  
– Gate 4



Proceed at Drop-  
off area  
**OR** queue AREA



UNLOAD  
/LOAD







# Exhibitors staff INGRESS AND EGRESS with parked vehicle

# Ingress/egress of exhibitors with parked vehicles at the basement (NO EQUIPMENT)

Depending on availability, exhibitors may have designated parking areas during the expo days that will take them straight to the Crystal Pavilion area.

Allowed to carry bags / boxes / parcels with maximum size of 11 in width x 10 in height

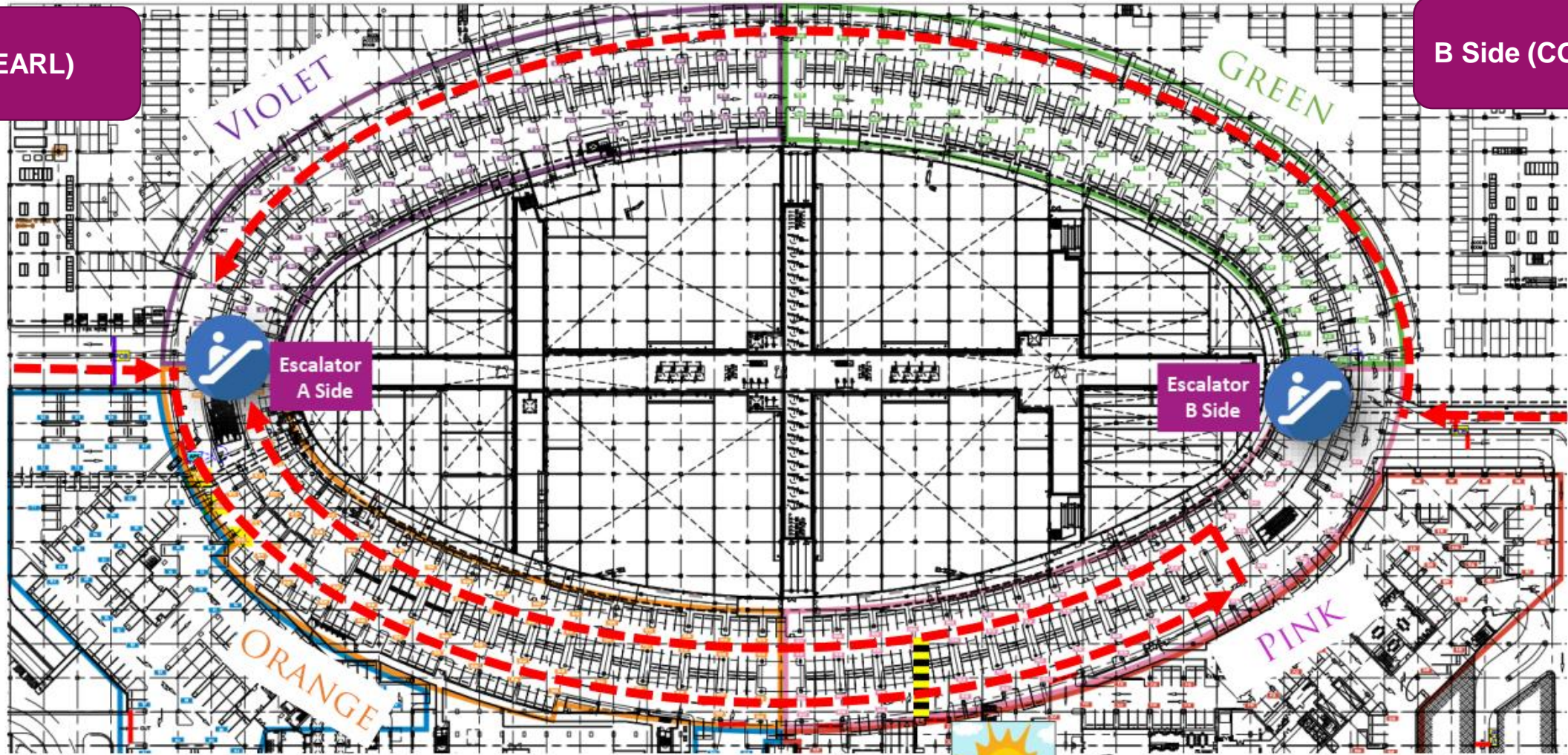




# LGF FOUNTAIN PARKING

A Side (PEARL)

B Side (CORAL)



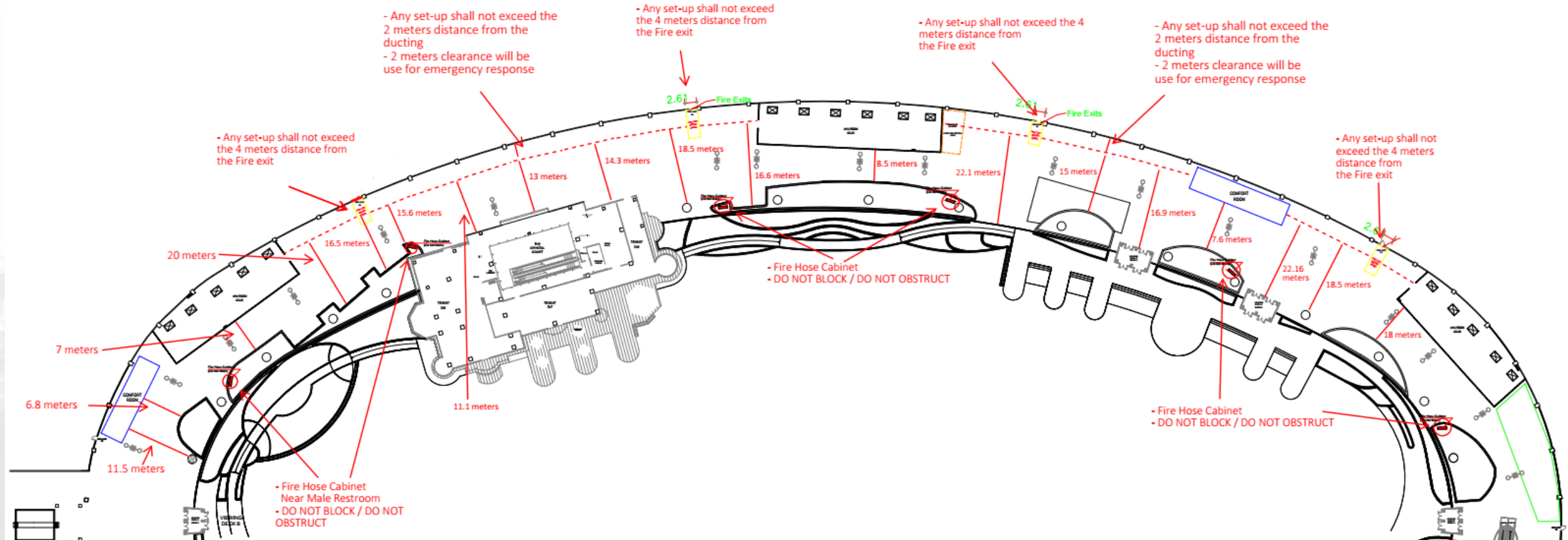
**Designated Parking Area for Exhibitors**  
Lower Ground Floor Area  
Signage to be placed in the area as guide



FROM THIS POINT  
ONLY W/ VEHICLE  
PASS WILL BE ALLOWED  
TO ENTER



# Crystal Pavilion Basic Layout





# Reminders on Ingress



Exhibitors' using container vans / six-wheeler trucks must observe standard truck ban schedule as mandated by the government.



Exhibitors and staff must wear their Staff ID all the time.



All personnel must practice good hygiene and proper sanitation.



Follow the designated schedule.



Sandos, shorts, slippers are not allowed.



Strictly no smoking inside the exhibition area.



Deliver items straight to the venue by using your own push carts. Do not drag the items to avoid damage on the floor.



Heavy carpentry are not allowed inside. Please make sure to submit a list of equipment, materials, and staff names to Okada Manila.



No parking of vehicle at the unloading point (DROP and GO).



# General Venue Guidelines

Crystal Pavilion



# Security & Safety



Okada Manila's Security & Safety Division and its personnel shall be the prevailing security team in all events and expos.



A standard space (9 sqm) for the Okada Manila Security Command Center must be considered in every event layout.



Should organizers / exhibitors / merchants require their own external security detail, this must be pre-coordinated with Okada Manila management team for clearance and alignment.



For the external security detail, strictly no wearing of SecurityType A uniform or any form of identifier (ID's, badges, t-shirt prints) that spells out "Security". Civilian clothes / polo barongs are recommended. Moreover, these teams will be regarded as marshals or ushers.



Maintain 3-4 meters guests' walkway in the layout and in the actual setup.



Do not block or place any form of obstruction to the fire hose cabinets located within the Crystal Pavilion.



Do not block or place any form of obstruction to the fire exits and ducting areas found in the Crystal Pavilion. Any set-up shall at least have 4 meters clearance from the fire exit and 2 meters clearance from the ducting area.



Don't hesitate to report suspicious persons and activities to the nearest Security on-duty or at the Command Center.

# Food, Beverage, and Hygiene



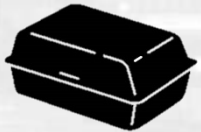
All food merchants must submit a fully-accomplished INDEMNITY FORM. Merchants shall also declare all pre-packed food items to be sold as well as menu and food items to be prepared inside the booth. NO INDEMNITY FORM, NO ENTRY.



Cooking with the use of open flame is strictly prohibited inside the area. Food items may be prepared using electronic appliances.



All food kiosks with cooking activities must have a fire extinguisher (Type K, 10lb) and protective matting displayed inside the booth.



Styrofoam and plastic boxes, cups, straws, bags and other takeaways items are prohibited in accordance to Paranaque City Ordinance 18 – 40. Please refer to Annex B.



Practice Clean As You Go (CLAYGO) to maintain workspace cleanliness.



All equipment used onsite must be cleaned and sanitized daily to prevent cross-contamination. Merchants must also ensure that equipment and materials are pest-free.



Waste bins must be lined with plastic lining and covered. Proper segregation of waste is encouraged.



Merchants must ensure all displayed cooked food items, meal sets, raw ingredients, toppings, condiments, and sauces are properly covered and neatly packed to avoid contamination. Avoid placing items directly on the floor.



Ensure clean chillers and freezers are available as needed.



Use appropriate type of equipment for display of ready to eat food items (hot holding / cold holding).



# Food, Beverage, and Hygiene



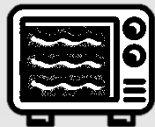
All retail food items must display clear and readable product name and expiration date.



Hand hygiene stations are recommended to be present in each booth. Paper towel or disposable tissues must also be available.



High-risk food items such as raw seafood, salads, cream or coconut-based hot dishes are prohibited.



Follow the 4-hour rule for hot food holding and ensure temperature control equipment is used (ex. chafing dish, display warmer, heating lamps, microwave oven, etc.)

# Food-Handling Staff



All staff involved in food handling and service must wear personal protective equipment such as hair nets, disposable gloves during their duty.



Fingernails must be properly trimmed and kept clean.



No wearing of accessories (ex. Watches, bracelets, earrings, rings, etc). Facial hairs and false eyelashes are also not allowed.



Staff must wear proper uniform / wardrobe. Sleeveless shirts, shorts , and slippers are prohibited.



Food handlers must possess valid health certificate. Those with no health certificates can use the Health Declaration form and must be monitored by Okada Manila representatives.



# Housekeeping | Parking



Okada Manila Public Area Housekeeping team shall maintain cleanliness and upkeep of the venue. Exhibitors are responsible for the upkeep of their respective booths. External housekeeping staff are not allowed to enter booths for security reasons.



Should there be a dining section, organizer must deploy its own stewarding team whom will be responsible in bussing out of used plates, cups, utensils and other food wastes.



Garbage may be left in the designated areas / trash bins provided by Okada Manila Public Area Housekeeping team.



Parking is free at Okada Manila. Valet for regular passenger vehicles are available at the Pearl and Coral driveways for a standard fee.



Parking for delivery vans is at the designated waiting area as discussed in the previous slide.

# Displays & Exhibit Goods



Each non-food booth / exhibitor must have at least (1) 5-lb Type ABCDE Fire extinguisher.



Okada-owned fire extinguishers / fire hose boxes must not be obstructed by exhibits/booths nor removed from its original place.



Display and sale of firearms, sharp objects, prohibited drugs, obscene materials, helium balloons, flammable and other explosive materials are prohibited unless covered with applicable permits from corresponding government agency.



Display and selling of fake, counterfeit and/or Class A goods are strictly prohibited and may be pulled out without prior notice.



Items for sale displayed in public areas must be directly related to the nature of event and with prior approval from Okada Manila Management



Display and exhibition of live animals are prohibited.



Exhibitors may use sound equipment in their booths so long it does not disrupt the activities of neighboring exhibitors. Rule of thumb: Sound and noise should not exceed 88 decibels when measured from the aisle immediately in front of a booth.



# Displays & Exhibit Goods

Exhibit displays should withstand normal contact caused by neighboring exhibitors and guests. Display racks, tables, etc. must be able to hold the product or materials displayed on them.

Exhibitors may store a supply of product stocks within their booth space so long as these items do not impede access to utility services, create a safety hazards, or look unsightly. Over storing is strictly discouraged.

Potentially hazardous display items such as bulky sculptures and the likes should be cordoned off and placed in a spacious area (ex. hall or studio)

Strictly no selling of counterfeit and / or Class A items inside the venue.



For automobile / vehicle displays, maximum load of each vehicle must be no more than 3800 kgs with live load having 100 lbs/sq. ft. at the Crystal Pavilion.

Fuel level must be no more than  $\frac{1}{4}$  of the gas meter.

Platform for car display is highly recommended to ensure the weight is evenly distributed.

Car exhibitor / organizers are advised to bring their own ramp / matting during ingress and egress.

# Stock Replenishment | Pullouts



Replenishment of stocks is allowed 1 hour prior to opening and during operation hours. Standard ingress procedures apply.



In case of stock / equipment pullouts, a duly-signed gate pass authorized by the organizer must be presented at the Security personnel in every exit point.



All merchants are expected to open and close their respective booths in accordance to the official operation hours. Early closing is discouraged. Late opening and no-show's may be subject to penalty fees.



Never leave the booth unattended.



Booth owners must ensure they secure their own booths after operation hours by covering it up with cloth or net.



# Guidelines on Egress



Follow same process as Ingress.  
**Same Entry / Exit Point**



Abide by the designated egress schedule. No one will be allowed to pull out items from the venue prior to the designated schedule.



Pull-out of items will be made at the Drop-off areas/Pick-up Point only. Leaving of items inside the exhibition area after the egress schedule is prohibited and will be disposed immediately without prior notice to the exhibitor or organizer.



Maintain 3 meter wide unobstructed egress path clearance especially going to fire exit/doors.

The background of the slide is a faded, grayscale image of the OKADA Manila building. The building is a large, modern structure with a curved facade and many windows. The OKADA logo is visible on the upper part of the building. In the foreground, there are some lower-level buildings and a street with cars.

# Annex A

Food, Beverage, and Hygiene Form | Outside Contractors Form



## OUTSIDE CONTRACTORS AGREEMENT (OCA)

DATE OF EVENT: \_\_\_\_\_  
NAME OF EVENT: \_\_\_\_\_  
VENUE/S: \_\_\_\_\_  
INGRESS: \_\_\_\_\_

The following rules and regulations apply to companies directly or indirectly involved with Okada Manila in the execution of any contractual agreement within its premises. The Hotel shall agree to allow the client's contractor(s) access to the Hotel subject to the terms, conditions and regulations specified below:

### 1. SAFETY ORIENTATION

- Lead coordinator/Supplier/ Contractor is required to attend the Security and Safety Coordination meeting on an agreed schedule at least a week prior to their respective booked events. Specific Security & Safety Event Guidelines will be discussed accordingly.
- Each contractor with more 10-50 workers must have a safety officer 2 (SO2) that will oversee the safety of the worker during the event set-up. For 1-10 workers, a Safety Officer 1 (SO1) is advised. (RA 11058 per DO 198-18 requirement)
- All workers (organizers, suppliers, contractors) are required to attend the Security & Safety Briefing prior to the start of activity. No one is allowed to conduct work activity on site without the briefing.
- OCA form shall be signed by the representative stating that he / she understood and completely agrees to adhere to the new guidelines imposed by Okada Manila.

### 2. CONDUCT OF CONTRACTORS

- Company representative who attended the Security and Safety Orientation shall cascade the protocols of Okada Manila to their team members prior to the ingress schedule to ensure that all guidelines will be strictly followed.
- The organizer shall agree to assign an authorize representative present from ingress to egress. The assigned representative shall provide immediate decisions and shall ensure that their contractor/suppliers comply with the provisions stated in this agreement form. The authorize representative shall closely coordinate with Okada Manila main coordinator for any concerns and may direct key Team members when deemed necessary.
- Smoking is strictly prohibited in all areas of the hotel in compliance with the government's Executive Order. Smoking must be done in a designated smoking area only.
- Contractors are prohibited from bringing-in outside food and drinks. Only crew meals purchased at Okada Manila F&B concessionaires will be allowed and shall be covered by a signed indemnity form with complete details, which shall be presented together with the OCA.
- Contractor is required to bring in their own trash bin and trash bags and is responsible for the proper disposal of rubbish right after the event.
- Contractor are prohibited from entering other function rooms and guest facilities. Loitering is strictly prohibited. Non-compliance will be considered as a trespassing violation. The hotel reserves the right to apprehend and ask the violators to leave the hotel premises.
- Personnel who come in shorts, sandals, slippers, and sleeveless shirts will not be allowed to enter the hotel premises.
- Gambling is not allowed in all function rooms and other hotel areas during ingress, event and egress.
- Sleeping in function spaces is not allowed.

# Outside Contractors Agreement

### 3. ACCESS AND ACCESS REQUEST

- Access Request
  - Signed copy of the Outside Contractors Agreement
  - Complete manpower list, including full names, contact numbers and current residential address
  - Copy of valid Government ID
  - Detailed equipment list and Manpower (Organizer, Workers)
- All contractors and/or their representatives shall present a valid government or company ID in exchange for a hotel issued ID, which they shall always wear within the hotel premises. A "no hotel issued ID, no entry" policy will be strictly imposed.
- No guests' elevators may be accessed and used to carry any item intended for banquet functions. Only 4 persons are allowed to use the service lift and 6 persons for the freight elevator.
- All delivered equipment's or items needed for Events / Conferences / Meetings will be screened by Security before the ingress date
- Ingress/ Egress/ Movement of equipment/ items only along pre-approved routes and areas unless agreed upon in writing with Okada Manila. Ingress will be denied for undeclared/unlisted items or deliveries ahead of agreed schedule

### 4. SET-UP SAFETY GUIDELINES

- Layout.** Detailed Layout / Plans with actual measurement and hallway and emergency clearances shall be submitted to the Okada Manila Event Coordinator for at least one week for review and approval. Okada Manila Event Organizer shall provide advice to the Client if there will be violations on the lay-out. Adjustment on the lay-out shall be properly coordinated and must be carried out by the contractor. Contractors shall strictly follow the stated dimensions on the plan. No additional structure will be set-up without prior approval from Okada Manila Security and Safety Division. Only approved layout duly signed by Okada Manila is allowed.
- Additional set-up.** Any additional set-up (whether décor, lightings and other structure) not included on the advance approved lay-out or BEO is subject for the Safety Assessment and Approval prior to installation.
- Personal Protective Equipment.** Workers shall wear appropriate working clothing such as but not limited to long pants, close shoes, safety gloves, safety goggles whenever applicable.
- Displays.** Set-up should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, spectators, or installation / dismantling equipment. Contractors shall ensure that any display fixtures (furniture) such as tables, racks, or shelves shall be designed and installed properly to support the product or marketing materials to be displayed. Footings shall be placed on top of a ¾" plywood or ply board only.
- Combustible and flammable materials.** Highly combustible and flammable materials such as but not limited to wood, fabric and cotton-like fabric, artificial flowers, and other styling materials especially those which are made from light materials shall be coated / sprayed with fire retardant chemical prior to set-up. Artificial decors that are not sprayed with fire retardant will not be allowed for installation. Testing of the items will be carried out by Okada Manila Safety Team.
- Balloons.** Use of floating balloons shall not be permitted in any event venue. Only air pumped balloons is permitted.
- Exhibited items.** Potentially hazardous items that could contribute on unsafe condition such as but not limited to sculptures with sharp or protruding edges and bulky in appearance, life-size figures with narrow bases shall be placed in a wide area, hall or studio and should be cordoned-off to prevent visitors from getting too close.
- Trusses.** Erection of truss shall be done before the event proper and/or any rehearsals that might be detrimental to the activity. Truss shall be secured properly. Truss joint with pin must be installed with safety clips and ensure couplers and braces are in place. Trusses must have a standard base plate. The outrigger or foot of the trusses shall be covered with ¾" plywood or ply board. In addition, Truss installers are recommended to wear a full body harness and hardhat during installation.

- Outriggers and other protruding materials.** Outriggers and other protruding materials must be properly covered/secured.
- LED Wall.** Standard riser platform and bracket shall be used in order to avoid unwanted collapse. Installation of LED wall shall be in a proper and appropriate support of platform made of steel composed of horizontal and bottom tube, clamp, steel base, steel truss and counter weight. The use of boxes as platform is strictly prohibited. No LED wall installation shall be permitted using any type of boxes as riser or an additional base or foundation.
- LED lights.** Any led lights clamped to the trusses must be associated with safety cable. In the absence of safety cable, support using G.I. wire can be an alternative based on the risk.
- CCTV Camera.** Where ceiling is covered by décor and other event materials, a special CCTV camera shall be installed on a strategic location for continuous monitoring.
- Vehicle display.** Bringing in any form of vehicle inside the hotel premises / function venue shall be submitted in advance on the measurement and gross weight of the vehicle. Okada Manila Facility Management (FM) will assess the stability and shall provide advice and approval. Once approved, a protective matting from point of entry until the area where the vehicle shall be placed to avoid any damage to the hotel floor and carpet. The vehicle's fuel tank shall not exceed 1/4 of its total capacity. An option of ¾" plywood or ply board as floor protection can be used for vehicles or heavy equipment intended for display.
- Methods and materials.** All materials used, methods of installation and the structural fitness thereof shall comply with all local fire and safety codes. No temporary structure will be installed that will hinder or obstruct the Hotel's fire and life safety routes and equipment. Okada Manila owned fire extinguishers must neither be obstructed by exhibits/booths nor removed from its original place.
- Distances and clearances.**
  - Distance from chair to chair shall be at least 0.6 meter.
  - Banquet set up and any other setup along the corner of the Ballroom shall have a minimum distance of at least 1.5 meter from the nearest chair.
  - Set up at Ballroom corridors is allowed on both sides but shall not go beyond the pillars/column and or subject for OSH assessment and approval.
  - In major hallways, at least four (4) meter clearance shall be allowed.
  - Distance of stage and wall must be atleast 1.5 meters
  - No exit door shall be obstructed at all times
  - All fire protection and fire detection systems must be visible at all times
- Fire extinguisher.** A ten pound (lb) fire extinguisher Type ABC is required to any booth by the supplier.
- Cooking.** Induction cooking appliances is allowed with the assessment and approval of Okada Manila Safety team. Cooking on open flame is strictly prohibited.
- Other Safety Requirements:**
  - The use of nails, screws, pins, paints or any other material that may cause damage or alterations to hotel property is strictly prohibited. The hotel reserves the right to charge the agencies for damages caused using any of the aforementioned.
  - Clients bringing in their own stage, AV set-up, lights and sound system shall bring their carpet protective covers. Prior coordination with Facility Management is required to prevent damages and breakages.
  - Contractors shall bring their own protective covers and trolley with rubberized wheels to transport all items moved into the venue or pulled out from the function venue to prevent damage to pillars, door frames and carpet/flooring.
  - All booths, banners, props, backdrops and decorations shall be prefabricated and freestanding. Protective matting for materials shall be provided by the contractors during ingress and set-up.
  - Maximum of 100 lbs. per square foot is the allowable floor load at the ballroom and pre-function area.



## FOOD WAIVER AND INDEMNIFICATION AGREEMENT

Guest/Organizer Name: \_\_\_\_\_  
 Company Name : \_\_\_\_\_  
 Name of Function : \_\_\_\_\_  
 Date : \_\_\_\_\_

Time : \_\_\_\_\_

Quantity	Items	Source

### HOTEL POLICY

The Guest/Organizer has been advised and acknowledges that Okada Manila strictly adheres to its policy that prohibits outside food, beverages and other consumable items from being brought in or consumed within its premises. However, Okada Manila recognizes that for religious or other special reasons and at the request of the Guest/Organizer, it may permit the entry and consumption of such outside food, beverage and other consumable items provided that the Guest/Organizer assumes and accepts full responsibility for whatever effects, injury or illness, directly or indirectly caused by or arising or resulting from said consumption.

### WAIVER AND INDEMNITY

The Guest/Organizer hereby agrees to waive any liability, claims and demands of any nature and shall indemnify and hold harmless Okada Manila, its stockholders, directors, officers, employees and agents from and against all allegations, claims, actions, suits, demands, damages, liabilities, losses, settlements, judgments, costs and expenses (including without limitation attorneys' fees and costs) arising out of, relating to or resulting from the consumption of outside food, beverages and other consumable items.

By signing below, Guest/Organizer hereby signify that he/she has read the above carefully, understood and agree to the same.

\_\_\_\_\_  
 Signature over Printed Name and Date

\_\_\_\_\_  
 Company Name

*All information obtained on this form will be used for guest profile management. For data privacy concerns, please email our Data Privacy Officer at [Data.PrivacyOfficer@okadamanila.com](mailto:Data.PrivacyOfficer@okadamanila.com).*



EVENT NAME: \_\_\_\_\_  
 EXHIBITOR'S NAME: \_\_\_\_\_  
 BOOTH / SHOP NAME: \_\_\_\_\_

**FOOD CATEGORY:**  
 (Please check all that is applicable.)

- ☐ HOT MEALS
- ☐ BAKED GOODS / PASTRIES
- ☐ SANDWICHES & SAVORY PIES
- ☐ STREET FOOD
- ☐ PASTA / PIZZA
- ☐ CANDIES / CHOCOLATES
- ☐ DUMPLINGS AND NOODLES
- ☐ ICE CREAM/YOGURT/SORBET
- ☐ NUTS / CHIPS
- ☐ LOCAL DELICACIES
- ☐ OTHERS

**BEVERAGE CATEGORY:**  
 (Please check all that is applicable.)

- ☐ JUICE
- ☐ SHAKES
- ☐ SODA
- ☐ BOTTLED WATER
- ☐ BEER
- ☐ ALCOHOLIC BEVERAGE
- ☐ OTHERS: \_\_\_\_\_

Menu List / Food Item to be sold: (please list down below)

# Sample filled-up Indemnity form



## FOOD WAIVER AND INDEMNIFICATION AGREEMENT

**Guest/Organizer Name:** Louise Santiago  
**Company Name** : Louise Food Corporation  
**Name of Function** : Christmas Market  
**Date** : Nov 15 to Dec 15  
**Time** : 12nn to 11pm

Quantity	Items	Source
3 packs of 10	hotdog buns	MOA Hypermarket
2 kgs	hotdogs	MOA Hypermarket
2 500ml jars	mayonnaise	Navotas Public Market
2 500ml	banana ketchup	Navotas Public Market
1 350 ml bottle	mustard	Puregold - Navotas branch



**EVENT NAME:** Christmas Market  
**EXHIBITOR'S NAME:** Louise Santiago  
**BOOTH / SHOP NAME:** Louise's Hotdogs

**FOOD CATEGORY:**  
 (Please check all that is applicable.)

- ☐ HOT MEALS
- ☐ BAKED GOODS / PASTRIES
- ☒ SANDWICHES & SAVORY PIES
- ☐ STREET FOOD
- ☐ PASTA / PIZZA
- ☐ CANDIES / CHOCOLATES
- ☐ DUMPLINGS AND NOODLES
- ☐ ICE CREAM/YOGURT/SORBET
- ☐ NUTS / CHIPS
- ☐ LOCAL DELICACIES
- ☐ OTHERS

**BEVERAGE CATEGORY:**  
 (Please check all that is applicable.)

- ☒ JUICE / SHAKES
- ☐ MILK / TEA / COFFEE / CHOCOLATE
- ☒ SODA
- ☒ BOTTLED WATER
- ☐ BEER / COCKTAILS
- ☐ WINES & SPIRITS
- ☐ OTHERS:

Menu List / Food Items to be sold and prepared inside the Pavilion: (please list down below)


Menu List:

1. Hotdog-on-a-Bun
2. Hotdog-on-a-Stick
3. Fresh Lemonade Juice
4. House blend Iced Tea

Food items for onsite preparation:

1. Hotdog sandwich (hotdog on a bun)
2. Grilled hotdogs (hotdog on stick)
3. Lemonade Juice (with fresh lemonade / syrup)



 <b>OKADA</b> <small>MANILA</small>	<h2 style="margin: 0;">HEALTH DECLARATION FORM</h2>																																																												
NAME: _____ COMPANY: _____	CONTACT PERSON: _____ DATE / TIME: _____																																																												
<p><b>INSTRUCTIONS:</b>  In the interest of Okada Manila to protect its partners, please check appropriate box that corresponds to your answer:</p> <p>1. To the best of my knowledge, am I currently experiencing (or 60 days prior) the following symptoms/ diseases?</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 10%; text-align: center;">YES</th> <th style="width: 10%; text-align: center;">NO</th> </tr> </thead> <tbody> <tr><td>Fever</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Diarrhea*</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Vomiting</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Jaundice or Hepatitis A</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Sore throat w/ fever (e.g. <i>Streptococcus pyogenes</i>)</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Skin disease (e.g. <i>Staphylococcus aureus</i>)</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Cold/ cough</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Viral Infection (inc. Norwalk virus family)</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Wounds/ lesions (with pus or discharge)**</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> </tbody> </table> <p><small>* Salmonellosis, Shigellosis, E. coli enterohemorrhagic, Typhoid /Paratyphoid fever  ** Any lesions containing pus, such as boils and infected wounds, on the hands and forearms or on neck or above or any other exposed body part, however small?</small></p> <p>2. Have you visited a place or been with people with the above mentioned illnesses 2 days prior to visiting Okada Manila?  if YES, please state the illness: _____</p> <p style="text-align: right;">YES NO  <input type="checkbox"/> <input type="checkbox"/></p> <p>3. Are you taking any medication?  if YES, please state the medicine: _____</p> <p style="text-align: right;">YES NO  <input type="checkbox"/> <input type="checkbox"/></p> <p>I, the undersigned, confirm that the information stated above is correct to the best of knowledge.</p> <p style="text-align: center;">_____  Signature and Date</p> <p style="text-align: center; font-size: small;">Please remove all jewelry before entering the Food Preparation Areas. Mobile phone use is prohibited.</p>		YES	NO	Fever	<input type="checkbox"/>	<input type="checkbox"/>	Diarrhea*	<input type="checkbox"/>	<input type="checkbox"/>	Vomiting	<input type="checkbox"/>	<input type="checkbox"/>	Jaundice or Hepatitis A	<input type="checkbox"/>	<input type="checkbox"/>	Sore throat w/ fever (e.g. <i>Streptococcus pyogenes</i> )	<input type="checkbox"/>	<input type="checkbox"/>	Skin disease (e.g. <i>Staphylococcus aureus</i> )	<input type="checkbox"/>	<input type="checkbox"/>	Cold/ cough	<input type="checkbox"/>	<input type="checkbox"/>	Viral Infection (inc. Norwalk virus family)	<input type="checkbox"/>	<input type="checkbox"/>	Wounds/ lesions (with pus or discharge)**	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>PANUTO:</b>  Para sa proteksyon ng Okada Manila at kanyang partners, lagyan ng "check" ang kahon tumutukoy sa iyong sagot:</p> <p>1. Sa aking pagkakaalam, nakaranas na ba ako (ngayon o 60 araw bago pumunta sa Okada Manila) ng mga sumusunod na karamdaman?</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 10%; text-align: center;">OO</th> <th style="width: 10%; text-align: center;">HINDI</th> </tr> </thead> <tbody> <tr><td>Lagnat</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Pagtatae*</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Pagsusuka</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Paninilaw ng balat or Hepatitis A</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Pananakit ng lalamunan na may lagnat (e.g. <i>S. pyogenes</i>)</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Sakit sa balat (e.g. <i>S. aureus</i>)</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Sipon/ ubo</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Viral Infection (inc. Norwalk virus family)</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Sugat (may nana o katas)**</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> </tbody> </table> <p><small>* Salmonellosis, Shigellosis, E. coli enterohemorrhagic, Typhoid /Paratyphoid fever  ** Sugat na may nana, tulad ng pigsa o naimpeksyon, sa pagitan ng kamay at braso, sa leeg o paltas, o kahit saang lantad na parte ng katawan, kahit maliit.</small></p> <p>2. Pumunta ka ba sa lugar or may dinalaw na taong may sakit tulad na nabangit sa taas, 2 araw bago pumunta sa Okada Manila?  kung OO, anong sakit: _____</p> <p style="text-align: right;">OO HINDI  <input type="checkbox"/> <input type="checkbox"/></p> <p>3. Ikaw ba ay umiinom ngayon ng gamot?  kung OO, anong gamot: _____</p> <p style="text-align: right;">OO HINDI  <input type="checkbox"/> <input type="checkbox"/></p> <p>Ang aking lagda ay patunay ng pagkumpirma na ang impormasyon na nakasaad sa itaas ay tama sa abot ng kaalaman.</p> <p style="text-align: center;">_____  Lagda at Petsa</p> <p style="text-align: center; font-size: small;">Pakitanggal ang lahat ng mga alahas bago pumasok sa mga lugar kung saan inihahanda ang mga pagkain. Ang paggamit ng mobile phone ay mahigpit na ipinagbabawal.</p>		OO	HINDI	Lagnat	<input type="checkbox"/>	<input type="checkbox"/>	Pagtatae*	<input type="checkbox"/>	<input type="checkbox"/>	Pagsusuka	<input type="checkbox"/>	<input type="checkbox"/>	Paninilaw ng balat or Hepatitis A	<input type="checkbox"/>	<input type="checkbox"/>	Pananakit ng lalamunan na may lagnat (e.g. <i>S. pyogenes</i> )	<input type="checkbox"/>	<input type="checkbox"/>	Sakit sa balat (e.g. <i>S. aureus</i> )	<input type="checkbox"/>	<input type="checkbox"/>	Sipon/ ubo	<input type="checkbox"/>	<input type="checkbox"/>	Viral Infection (inc. Norwalk virus family)	<input type="checkbox"/>	<input type="checkbox"/>	Sugat (may nana o katas)**	<input type="checkbox"/>	<input type="checkbox"/>
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Sugat (may nana o katas)**	<input type="checkbox"/>	<input type="checkbox"/>																																																											

Rev 00, 17Jun17



# Annex B

Paranaque City Ordinance 18 - 40

ORDINANCE NO. **18-40**  
Series of 2018 (226)

PROPONENT: COUN. JOAN A. VILLAFUERTE

CO-PROPONENTS: COUN. MERLIE S. ANTIPUESTO  
COUN. JACQUELINE BUSTAMANTE - MENDOZA  
COUN. MARVIN A. SANTOS  
COUN. RICARDO L. BAES, JR.  
COUN. EDWIN R. BENZON  
COUN. GIOVANNI E. ESPLANA  
COUN. VINCENT KENNETH M. FAVIS  
COUN. PABLO C. GABRIEL, JR.  
COUN. VANDOLF L. QUIZON  
COUN. VIKTOR ERIKO M. SOTTO  
COUN. ROSELLE NAVA - TAN  
COUN. JOSE MARIA G. YLLANA  
LIGA PRES. CHRISTOPHER V. AGUILAR

AN ORDINANCE REGULATING THE USE, PROVISION AND SALE OF STYROFOAM, PLASTIC BAGS AND PLASTIC FOR PREPARED FOOD AND BEVERAGE CONTAINERS INCLUDING PLASTIC STRAWS AND STIRRERS IN THE CITY OF PARAÑAQUE AND PRESCRIBING PENALTIES THEREOF

### Use of Styrofoam or Plastic

Under Parañaque City Ordinance 18 - 40, kindly take note of the following materials that are prohibited/regulated within Parañaque City. Please refrain from using the following materials.

- Styrofoam
- Plastic bags
- Single-use plastic containers
- Plastic straws and stirrers
- Plastic utensils

We encourage all Retailers to use Biodegradable cup, straw or containers as substitute for the above-mentioned prohibited materials. Moreover, we suggest the use of paper bags to carry/ hold all products including beverages and other food items, as biodegradable plastics are not allowed.

Establishments that will be found violating the Ordinance may be held liable for penalties, and may be subjected to cancellation of business license to operate for one year, in accordance to Ordinance no. 18-40, series of 2018 (please see attachment for more reference). Kindly see quoted penalties below for reference.

**1<sup>st</sup> Offense** – a fine of Five Thousand Pesos (PHP 5,000.00)

**2<sup>nd</sup> Offense** – a fine of Five Thousand Pesos (PHP 5,000.00)

**3<sup>rd</sup> Offense** – a fine of Five Thousand Pesos (PHP 5,000.00) and closure of the business establishment and cancellation of their business license to operate for a period of one (1) year.

**CITY GOVERNMENT OF PARAÑAQUE**  
CITY ENVIRONMENT AND NATURAL RESOURCES OFFICE

## PARAÑAQUE CITY REGULATES THE USE OF SINGLE-USE PLASTICS

**ORDINANCE 18-40** - An ordinance regulating the use, provision and sale of styrofoam, plastic bags and plastic for prepared food and beverage containers including plastic straws and stirrers in the City of Parañaque.

### ACCEPTED





Reusable Bags   Cloth Bags   Paper Bags without handle

#### RECYCLABLE OR COMPOSTABLE FOOD CONTAINER / SERVICE WARE



Aluminum   Card Board   Glass, Paper



Microwavable   Recyclable Plastics

### NOT ACCEPTED





Plastic Bags (Sando Bags)



Plastic Straws, Stirrers, Spoons and Forks



Plastic Cups



Styro Cups, Plates, Bowls and all kinds of styro food containers

### EXCEPTION (Specialty Items)





Primary Packaging



Bags for Raw, Frozen Prepared Foods



Bread Bags (Primary Packaging)



Garbage Bags



Plastic Cups Lids / Covers

**sErbisyo Lang po!**

Note: Allowed biodegradable plastic with Certification from the Department of Science and Technology (DOST) and National Solid Waste Management Commission (NSWMC)

For Particulars, Call: ☎ 8810-8216 / 8826-6147 ✉ cenro.swaeso@gmail.com 📍 Like, Follow & Subscribe to our 📺 Cenro Parañaque





# Annex C

Paranaque City Hall Special Permit References

# 2023 BUSINESS PERMIT RENEWAL

ONLINE  
ONSITE  
WALK-IN  
DROPBOX



## DOCUMENTARY REQUIREMENTS

### AMENDMENT OF BUSINESS REGISTRATION

**Change of Address** (3 copies each)

1. Letter Request
2. Original Mayor's Permit
3. New DTI or SEC
4. Deed of Sale/ Deed of Assignment/Affidavit of Transfer with I.D.
5. If from corporation to Single Prop. Board Resolution

**Change of line of business / additional line of business** (2 copies each)

1. Letter Request
2. Original Mayor's Permit
3. If Corporation- Articles of Incorporation

**Change of number of employees** (2 copies each)

1. Letter Request

### Change of Ownership (2 copies each)

1. Letter Request from new owner
2. Original Mayor's Permit
3. New DTI or SEC
4. Deed of Sale/ Deed of Assignment/Affidavit of Transfer with I.D.
5. If from corporation to Single Prop. Board Resolution

### RETIREMENT OF BUSINESS REGISTRATION

1. Original Business Permit
2. Financial Statement and Income Tax Return (ITR) for the past three (3) years
3. For Corporation or Partnership Board Resolution / Secretary's Certificate
4. Sketch of place of business

### CERTIFICATION OF BUSINESS STATUS

1. Letter Request (with attached consent of data subject pursuant to RA 10173 or the Data Privacy Act 2012, if necessary)

### ISSUANCE OF SPECIAL PERMIT

1. **For Caravan, Fun Run, Motorcade:**
  - a. "Approved to Issue Permit" from Parking and Traffic and Parking Management Office (PTMO)
2. **For Booth Space, Marketing and Promotion, and Other Events:**
  - a. Letter request
  - b. Venue Consent
3. **For Concert:**
  - a. Web Ticket Initial Sales Report;
  - b. Letter request

### ISSUANCE OF MAYOR'S CLEARANCE

1. Police Clearance
2. Court Clearance
3. Additional Requirements for **Terminal Leave and Retirement**
  - Department/ Office Clearance
  - Accounting Clearance
  - GSO Clearance

### ISSUANCE OF CERTIFIED TRUE COPY

1. Original and Photocopy of Business/Mayor's Permit
2. Letter Request (with attached consent of data subject pursuant to RA 10173 or the Data Privacy Act 2012)

**NOTE:** If applying through a representative, submit written authorization letter/ secretary's certificate/ partnership Certificate with I.D.s from owner and authorized representative.

**CITY OF PARAÑAQUE  
BUSINESS PERMITS AND LICENSING OFFICE  
APPLICATION FOR SPECIAL PERMIT / CERTIFICATE OF NO OBJECTION  
[WITH UNDERTAKING]**

**CATEGORY** (Please put a ✓) ☐ CONCERT ☐ SOCIAL EVENT ☐ RALLY  
☐ MICE (Meetings, Incentives, Conferences, Exhibitions) ☐ MOTORCADE ☐ FUNRUN

**NAME OF APPLICANT** \_\_\_\_\_ **Mobile No.** \_\_\_\_\_  
**DESIGNATION** \_\_\_\_\_ **E-mail** \_\_\_\_\_

**EVENT ORGANIZER/PROMOTER DETAILS**

**NAME OF ORGANIZER/ PROMOTER:** \_\_\_\_\_ **BIN:** \_\_\_\_\_ (if applicable)  
**BUSINESS ADDRESS:** \_\_\_\_\_  
**MAIN CONTACT PERSON:** \_\_\_\_\_ **DESIGNATION:** \_\_\_\_\_  
**MOBILE/TELEPHONE NO.** \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_

**EVENT DETAILS**

**TITLE OF EVENT** \_\_\_\_\_  
**BRIEF DESCRIPTION OF EVENT** \_\_\_\_\_  
**LOCATION OF EVENT** \_\_\_\_\_

**DATE/S OF THE EVENT** \_\_\_\_\_  
**TIME OF THE EVENT (PER DAY)** \_\_\_\_\_

**ESTIMATED ATTENDANCE OF GUEST/ PARTICIPANTS (PER DAY)**

DAY 1: \_\_\_\_\_  
DAY 2: \_\_\_\_\_  
TOTAL (MULTI-DAY EVENT): \_\_\_\_\_

**NO. OF FULLY VACCINATED GUESTS/ PARTICIPANTS (PER DAY)**

DAY 1: \_\_\_\_\_  
DAY 2: \_\_\_\_\_  
TOTAL (MULTI-DAY EVENT): \_\_\_\_\_

**TOTAL NO. OF EMPLOYEES/ PERSONNEL (PER DAY) (INCLUDING PROVIDER/SUPPLIER)**

DAY 1: \_\_\_\_\_  
DAY 2: \_\_\_\_\_  
TOTAL (MULTI-DAY EVENT): \_\_\_\_\_

**TOTAL NO. OF VACCINATED EMPLOYEES/PERSONNEL (PER DAY) (INCLUDING PROVIDER/SUPPLIER)**

DAY 1: \_\_\_\_\_  
DAY 2: \_\_\_\_\_  
TOTAL (MULTI-DAY EVENT): \_\_\_\_\_

**HEALTH AND SAFETY PROTOCOLS TO BE ENFORCED:**  
(An additional page may be attached)

INDOOR \_\_\_\_\_  
OUTDOOR \_\_\_\_\_

**UNDERTAKING**

REPUBLIC OF THE PHILIPPINES, I, S.S. \_\_\_\_\_ of legal age, \_\_\_\_\_ with postal address of \_\_\_\_\_ do hereby depose and state under oath: that:

1. All information in this application are true and correct based on my personal knowledge and authentic records submitted to the City Government of Parañaque. Any false or misleading information supplied, or production of documents shall be a ground for appropriate legal action against me.
2. We undertake to comply with the conditions for the issuance of this Permit/Certificate as provided under relevant laws, ordinances, rules and regulations.
3. We undertake to strictly comply with the guidelines, prescribed by the IATF and other National Government Agencies on the conduct of MICE and Social Events/ Gatherings while under the current Community Quarantine Status, such as but not limited to:
  - a. Maximum number of guests/ participants;
  - b. Vaccination status of participants (if applicable);
  - c. Vaccination status of venue employees, providers and suppliers;
  - d. Minimum Public Health Standards;
  - e. Social Distancing.
4. We understand that violation of the conditions imposed for the issuance of the Permit/Certificate shall warrant the immediate revocation of the same and the imposition of administrative sanctions and penalties, without prejudice to the filing of appropriate criminal charges under the Penal Code and relevant laws, ordinances, rules and regulations.
5. I am executing this Affidavit to attest to the truth of the foregoing facts and to use the same for whatever legal purpose it may serve.

IN WITNESS WHEREOF, I hereunto affix my signature this \_\_\_\_\_ of \_\_\_\_\_ at \_\_\_\_\_

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_\_ of \_\_\_\_\_ Affiant exhibiting to me his \_\_\_\_\_ bearing ID No. \_\_\_\_\_ issued of \_\_\_\_\_ on \_\_\_\_\_

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 2021.

**LGU SECTION**  
(The BPLO, TPMO, PMP, DBMO, and BPP shall fill-up this section)

**VERIFICATION OF DOCUMENTS**

DESCRIPTION	OFFICE/AGENCY	COMPLIANCE			EVALUATED BY
		YES	NO	NOT REQUIRED	
DTI OR SEC OF ORGANIZER OF					
LETTER ADDRESSED TO THE MAYOR THRU THE BPLO, STATING:					
CERTIFICATE FROM THE VENUE	BPLO				
PAYMENT OF AMUSEMENT TAX AND MAYOR'S PERMIT FEE	BPLO				
TRAFFIC PLAN	TPMO & DBMO				
ROAD MAP					
VENUE EMERGENCY & SECURITY PLAN					

**BUREAU OF FIRE PROTECTION SECTION**

This certifies that the subject application is in compliance with the pertinent provisions of the 2019 Implementing Rules and Regulations of RA No. 9514, otherwise known as The Fire Code of the Philippines, listed below:

1. Section 10.2.5.2 paragraph (2) sub-paragraph (2) "When the occupant load for any storey or portion thereof is more than five hundred (500) but not more than one thousand (1000), the means of egress shall not be less than three (3) in each tiered, the means of egress shall not be less than four (4);"
2. Section 10.2.5.2 paragraph (2) "Exit shall be so arranged that the total length of travel from any point to reach an exit will not exceed forty-six (46) meters in any place of assembly for spaces not protected by approved automatic sprinkler as required;"
3. Section 10.4.5 "Portable fire extinguishers shall be provided;"
4. Section 10.2.4.4 paragraph (2) sub-paragraph (2)(3) "Travel distances for portable fire extinguishers shall not exceed ten (10) meters;"
5. Section 10.2.5.12 paragraph (A) "Shrinky BPP Personnel. The City/Municipal Fire Marshal having jurisdiction, whenever in his/her jurisdiction it is essential for public assembly, or any other place where people congregate, due to the nature of persons, or the nature of the performance, exhibition, display, contest or activity, is authorized to order shrinky BPP personnel of each place;"
6. Section 10.2.5.13 paragraph (A) "All grandstands, bleachers, and other places of outdoor assembly shall comply with the requirements of NFPA 102, Standard for Grandstands, Holding and Bleachers Seating, Tents, and Membrane Structures;"
7. Section 10.2.5.10 paragraph (2) "In all theatres, auditoriums, dance halls and similar occupancies, on audible announcement and other means of announcement shall be made prior to the performance describing the location of exits to be used in case of fire or other emergencies."

Certified by \_\_\_\_\_ Time and Date Received \_\_\_\_\_ Approved \_\_\_\_\_

**PARAÑAQUE** **INVEST IN PARAÑAQUE** **SERICE**  
A BEAT CITY BY THE BAY **DRIVING THE DREAM** **DRIVING THE DREAM** **DRIVING THE DREAM**

Information and sample form were taken from the Parañaque City Hall's website and Facebook page. There might be changes without prior notice. Best to check their website or visit the BPLO office in person.

## SCHEDULE OF AVAILABILITY

**MONDAY – FRIDAY**  
8:00 AM – 5:00 PM  
**NO NOON BREAK**

## WHO MAY AVAIL?

**ANY PERSON/  
ORGANIZATION WHO WILL  
BE HOLDING AN EVENT IN  
THE CITY OF PARANAQUE**

## TOTAL DURATION OF TIME

**11 MINUTES**

## REQUIREMENTS

**\*FOR CARAVAN, FUN RUN, MOTORCADE:**  
Letter Request with "Approved To Issue Permit" from Traffic Management Office (TMO)

**\*FOR BOOTH SPACE, MARKETING AND PROMOTION, AND OTHER EVENTS:**  
Letter Request with "Approved To Issue Permit" from the City Mayor

**\*FOR CONCERT:**  
Web Ticket Sales Report

## REQUIRED FEE

PHP 1, 000.00 per Day  
or PHP 1, 500.00 per Day

\*The 11-minute processing time for one client being served at one time. The time is extended when there are two or more clients.



# BUSINESS PERMITS & LICENSING OFFICE CITIZEN'S CHARTER

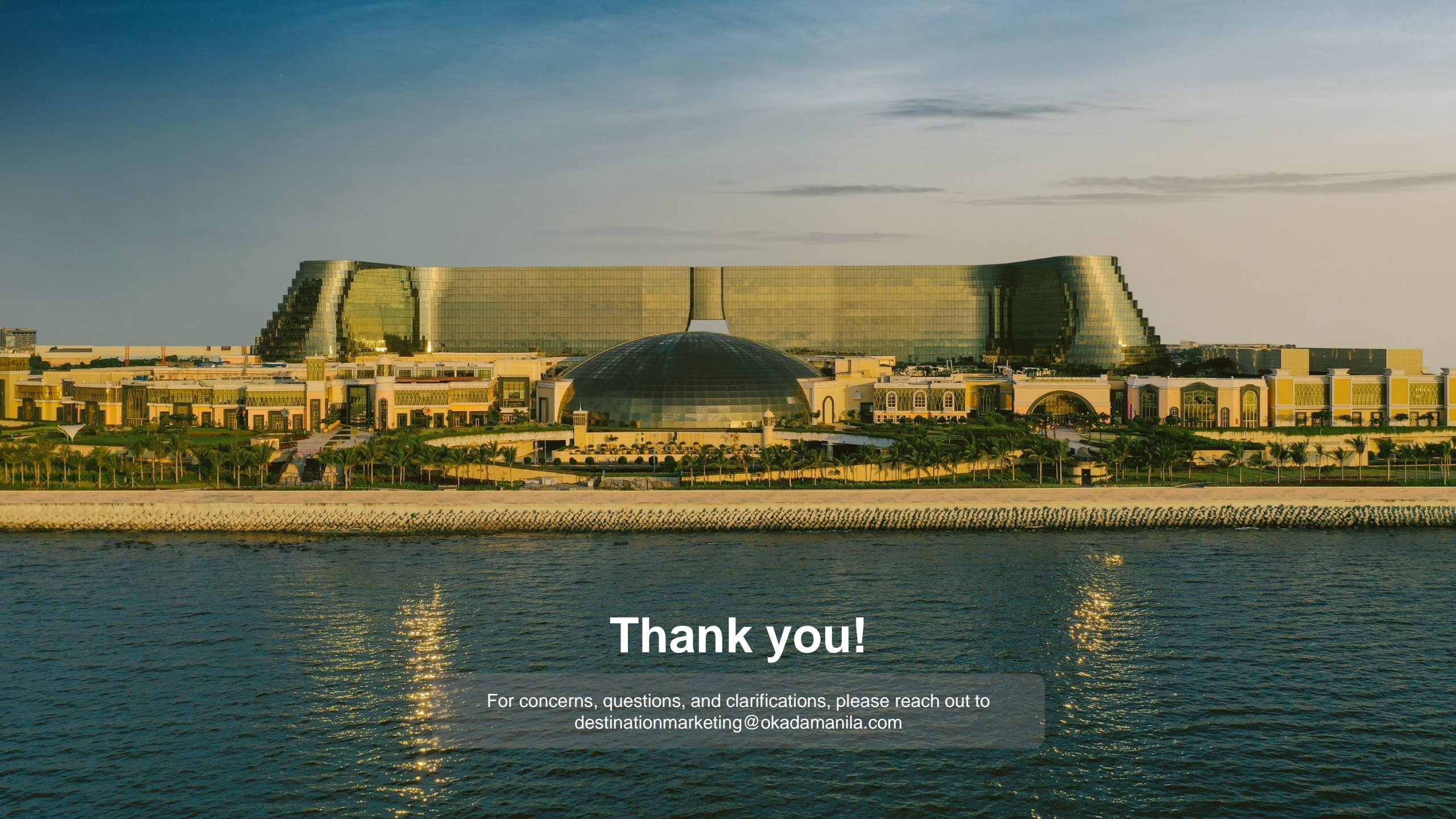
## ISSUANCE OF SPECIAL PERMIT

STEPS	APPLICANT	SERVICE PROVIDER	DURATION	PERSON / OFFICE IN CHARGE	AMOUNT	REQUIREMENTS
<b>1</b>	Submit letter-request	Receiving and checking of requirements. Issuance of Order of Payment	<b>2 mins</b>	Rosalia Ojo		*FOR CARAVAN, FUN RUN, MOTORCADE: Letter Request with "Approved To Issue Permit" from Traffic Management Office (TMO)  *FOR BOOTH SPACE, MARKETING AND PROMOTION, AND OTHER EVENTS: Letter Request with "Approved To Issue Permit" from the City Mayor
		Request for approval of Traffic Management Office (TMO)		Traffic Management Office (TMO)		
<b>2</b>	Upon receipt of Order of Payment, proceed to City Treasurer's Office for payment			City Treasurer's Office	P1,000.00/day P1,500.00/day	Order of Payment
<b>3</b>	Upon receipt of Official Receipt, proceed to BPLO to submit the Official Receipt	Preparation and Printing of Special Permit	<b>5 mins</b>	Karole Inessa Apodaca		
		Signing/Approval of Special Permit	<b>3 mins</b>	Atty. Melanie T. Soriano-Malaya		Official Receipt
		Releasing of Special Permit	<b>1 min</b>	Rosalia Ojo		

--- END OF TRANSACTION ---

Information and sample form were taken from the Paranaque City Hall's website and Facebook page. There might be changes without prior notice. Best to check their website or visit the BPLO office in person.





# Thank you!

For concerns, questions, and clarifications, please reach out to  
[destinationmarketing@okadamanila.com](mailto:destinationmarketing@okadamanila.com)