



GUEST & ACTIVITY DETAILS

Full Name: _____ Date of Inquiry: _____
Designation: _____ Company: _____
Contact No.: _____ Email: _____
Facility to be used: _____
Date and time: _____ Purpose: _____
Vehicle Details: _____ Total Pax: _____
Companion/s (provide a list if necessary): _____

PAYMENT DETAILS (to be filled up by BCDA staff, if applicable)

Cash Bank Transfer Others

Official Receipt: _____ Date: _____

NOTE TO GUEST:

Please take note of the following guidelines:

- ✓ Clients must adhere to the agreed maximum number of hours and approved locations for the photoshoot.
- ✓ For photo/video shoots in **New Clark City, Capas**:
 - o Limited to areas open to the general public, unless other facilities are approved for access.
 - o Heeled shoes or footwear, and any wheeled equipment are strictly prohibited on the track oval.
 - o Please note that New Clark City is open to all visitors. As such, we cannot guarantee privacy during your activity. Likewise, you are advised not to invade the privacy of other visitors, or infringe on others' right to occupy and use open spaces and other facilities within the park.
- ✓ For photo/video shoots at the **Iconic Sacobia Bridge**:
 - o Limited to areas deemed accessible to the general public. We can not guarantee that bridge lights are energized at night due to automatic shutoff.
 - o Since the area is in close proximity to the Clark International Airport, the use of drones is strongly discouraged unless drone operators are duly licensed by the Civil Aviation Authority.
- ✓ Please be guided with facilities/park guidelines through <https://bit.ly/nccparkguidelines>. Observe the Clean As You Go (CLAYGO) policy. Violation of this policy shall be charged **PESOS: Two Thousand Only (PhP2,000.00)**.
- ✓ Clients are responsible for their personal valuables. The Management bears no responsibility for any damages to or loss of personal belongings.
- ✓ Clients shall not hold the Management liable for any untoward incidents during the photo/video shoot.
- ✓ Clients shall immediately report to Security any damages to property or facilities that may be sustained during the shoot and shall pay the necessary amount for repairs and/or replacement of damages.
- ✓ Smoking and bringing in explosives, deadly weapons, flammable materials, and other dangerous chemicals are strictly prohibited.
- ✓ Clients are advised to adhere to Minimum Public Health Standards (well-fitted facemasks, physical distancing, frequent handwashing, etc.) at all times to prevent the spread of COVID-19.
- ✓ BCDA reserves the right to cancel or reschedule your photoshoot should the need arise. Proper coordination and advice shall be made at least one (1) day prior.
- ✓ Clients shall acknowledge and give credit to the Bases Conversion and Development Authority (BCDA), New Clark City, and/or Clark for the facility used for the shoot in the end credits section or closing billboard of the final/produced material. High-resolution logos can be downloaded via the link <https://bit.ly/NCCLogos>.
- ✓ BCDA may also request high-resolution copies of photos and/or videos for use in company and investment promotion collateral materials.
- ★ Our Privacy Policy describes the privacy practices for the data we collect through various channels, such as 1) when you use and interact with websites operated by BCDA or the NCC Management; 2) when you visit or stay as a guest, or through other offline interactions; 3) When we email you. By using our services, you agree to the Terms and Conditions of our Privacy Policy. This Privacy Policy may change without prior notice. Your continued use of our services is deemed acceptance of such changes.

CONFORME:

ASSISTED BY:

CLIENT NAME AND SIGNATURE

BCDA-NCC STAFF/SIGNATURE