



BGCITIZEN COMMUNITY EVENT GUIDELINES





This covers:

A. Parks

- Terra 28th
- Track 30th
- De Jesus Oval (field)
- Kasalikasan
- Burgos Circle (park area)

B. Streets (My Street)

- De Jesus Oval (Saturdays and Sundays, 6am to 12mn)
- Gomez Circle (Sundays, 6am to 12mn)

This is for communities in BGC who:

1. Are looking into activating the common areas of BGC such as its parks and streets under the My Street banner
2. Is a BGCitizen locator who is looking into doing an event in the common areas of BGC for his/her employees or for the community for free
3. Is a BGCitizen who is looking into doing an event in the common areas of BGC for the community for free
4. Is a BGCitizen- resident who wants to conduct private events and gatherings with minimal set up (e.g. birthday, picnic, community meeting, etc.)
5. Is a group of individuals given assigned tasks around the City for non-commercial purpose (e.g. photowalk, etc.)

Permit process:

1. Send the letter of intent to FBDC – City Marketing Team. Include the proposed date, time and venue, target number of participants and proposed layout or execution plan.
2. FBDC City Marketing Team will evaluate the activity and decide whether the plan needs more discussion or to proceed with permitting.
3. Upon approval, the proponent should send the following details:
 - a. Point Person
 - b. Contact number of the point person
 - c. Standing in community
 - Resident Employee
 - Business Owner/Business
 - d. Nature of Activity
 - e. No. of Participants
 - f. Date
 - g. Time
 - h. Venue
 - i. Particulars
 - j. Assistance Needed
 - Security N/A
 - Maintenance Others
 - k. Set-up
 - Lights Tables/Chairs
 - Sounds N/a
 - Banners Others



- The FBDC City Marketing will issue the community permit (see image below). The community permit entitles the holder to proceed with the activity authorized by the FBDC City Marketing and Bonifacio Estate Services Corporation. The proponent will be notified of when the Community Permit can be picked up from the FBDC office. Permit processing takes about one to two days.



The bearer of this permit is recognized to be conducting a BGC Citizen Community activity.

POINT PERSON: _____ ID NO: _____
 CONTACT NUMBER: _____ EXPIRES ON: _____

STANDING IN COMMUNITY: RESIDENT WORKER
 BUSINESS OWNER / BUSINESS

NATURE OF ACTIVITY: _____

OF PARTICIPANTS: _____

DATE: _____
 TIME: _____

AREA: _____



PARTICULARS:

ASSISTANCE NEEDED: SECURITY MAINTENANCE N/A OTHERS -

SET UP: LIGHTS SOUNDS BANNERS N/A OTHERS -

ISSUED BY: JOANNE B. MAGNO
 CITY MARKETING - FBDC

AR. RODNEY M. MEDRANO
 GENERAL MANAGER - BESC

PERMIT FEE: P500
 PAID
 WAIVED

FOR ANY CONCERNS, PLEASE CALL:
 ARMIE CANDADO AT 09175592749



- The proponent is required to submit event documentation to FBDC within a week after the event. This includes photos of the event and registration/list of the participants. These documents are willingly shared by the proponent to FBDC by which FBDC can use the said materials for its own purpose and reference.



Restrictions and Limitations

The BGCitizen Community Events are limited to:

1. One event banner in the event area
2. Flyering and selling is not allowed in the event area
3. For bigger executions, the proponent will be required to avail of housekeeping and marshal services from BESC to ensure the safety of the participants and that the event area will be kept clean after the event.

Some of the charges that may be incur are the ff:

- Permit Fee – 500.00
 - Road Usage – 16,500
 - Marshals – MegaVPS will identify the quantity – 880.00 per pax
 - Events management Fee – 15,000 (approved by Board BGCEA)
 - Logistics – 5,000 (delivery charge)
 - Security Deposit – 20,000
 - Housekeeping – 16,000 (direct to JSA)
 - K9 – 4,000 each (if required)
4. Sponsors of the event who will be placing banners/booths will be required to settle merchandising fees with FBDC.
 5. Event should limit noise to 100 decibels for daytime (until 7pm) and 60 decibels for nighttime (until 10pm).
 6. Electricity tapping is limited to available lampposts, with maximum 30 amperes load.