

** List as provided by the Pasay City Mayor's Office*

Checklist for securing Special Event Permit (Bazaar and Exhibits)

	List of Requirements	Status
1	Letter request by Organizer or Authorized Representative with SPA or Secretary's Certificate in case of Corporation at least fifteen (15) days prior to the event	
2	Certificate of Lessor of Venue for the event (Certificate of Venue)	
3	Company Profile / List of Officers / Certificate of SEC Registration of Organizer / Latest General Information Sheet of Organizer	
4	Security, Contingency and Mass Casualty Plan with pictures of coordination meetings with security agencies PNP, Bureau of Fire, Pasay Rescue and Pasay Traffic (each page should be signed by the person in authority), List of Security Agencies, Contact Persons and Contact numbers involved in the event	
5	PNP Clearance and Traffic Clearance	
6	Fire Clearance	
7	List of Booths, Exhibitors and Concessionaires	
8	Food concessionaires must present Business Permit from Pasay City government	
9	Payment of Amusement, Regulatory and other fees	

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