

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

Checklist for securing Special Event Permit (Concerts)

	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 concert	
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	PNP Standard 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	Certificate of Structural Engineer as to the safety of the stage set-up	
8	Payment of Amusement, Regulatory and other fees	

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