



**RCBC PLAZA  
PROPERTY MANAGEMENT OFFICE  
SECURITY DEPARTMENT**



**PHOTO/VIDEO SHOOT REQUEST FORM**

Kindly check one: <input type="checkbox"/> Tenant <input type="checkbox"/> Non-Tenant		Date of Request: _____	Control #: _____
Name of Requester: _____		Position: _____	
Company Name: _____		Contact No.: _____	Company T.I.N.: _____
Address: _____		Email Address: _____	

Purpose: \_\_\_\_\_

Area/s to be used: \_\_\_\_\_

Requested Date/s: \_\_\_\_\_ Requested Time: \_\_\_\_\_

For tools and equipments to be used for the photo/video shoot, please indicate gate pass reference #: \_\_\_\_\_

Name of members/Ref. ID #	
1. _____	4. _____
2. _____	5. _____
3. _____	6. _____

*\*(use the back if the space provided is not sufficient)*

Special Instruction/s: \_\_\_\_\_

\_\_\_\_\_

- Terms and Conditions:**
- Once approved, this document is valid only on the date and time indicated above.
  - The requesting party shall secure the appropriate gate pass from the Property Management Office (PMO) for the tools and equipment that will be brought into the building. See attached form.
  - Any approved request is non-assignable or non-transferable otherwise, the same may be called at the discretion of PMO.
  - The requesting party ad/or the participants to the shoot must carry this approved form for the duration of the shoot while in the requested areas. In case of failure to produce this request to PMO personnel upon demand, the latter reserves the right to prohibit the continuation of the shoot until the approved form is presented.
  - It is understood and agreed that the approval is granted on the express condition that the activity will not interfere with the building's operations and that the requesting party shall at all times abide by the pertinent Property Management Office guidelines.
  - All participants in the activity shall conduct themselves in a friendly, orderly manner so as not to cause any delays, inconvenience, or disturbance to other people in the Building.
  - The requesting party shall keep and maintain the premises in clean and orderly condition; it holds itself solely responsible for the removal of all trash generated from the activity on the requested areas.

**Release and waiver of liability, assumption of risk and indemnity agreement on the use of Helipad/Roof Deck Area**

We/I hereby hold RCBC Plaza Property Management Office free and harmless from any and all claims for injuries or damages, liens, or obligations of whatever nature, however arising, or for any injury sustained by any participant or damage to out tools or equipment while in the requested area prior, during, or after the photo/video shoot activities.

Our/my signature on this form represents that I/we and my/our associates fully understood the effects and consequences of the terms and conditions herein and that we/I have accepted the same freely and voluntarily without any inducement, assurance or guarantee being made and intend my signature to be a complete and unconditional release of all liability to the greatest extend allowed by law.

***(To be filled up by Requester)***

*We/I acknowledge that we/I have read, understood, and agree with the terms and conditions including the RELEASE and WAIVER.*

Prepared by: <i>(Name, Signature, &amp; Date)</i>	Note by: <i>(Name, Signature, &amp; Date)</i>
Requester	Company's Authorized Signatory

***(To be filled up by RCBC Plaza PMO)***

Approved by: <i>(Name, Signature, &amp; Date)</i>	
Tenant Relations Manager	General Manager