



INGRESS & ENGRESS GUIDELINES FOR EVENTS SUPPLIERS

1. **GATE PASSES** – are to be secured from the Property Management Office of each village prior to entry into any events venue. Note that a gate pass must be fully accomplished, including the list of items, materials and equipment that are to be brought inside the premises.
2. **INGRESS** – please present the duly accomplished and approved gate pass to the security guard on-duty (SGOD) and await their confirmation before ingress. ALPMC has instructed all SGOD to transact with all clients in a professional manner, and suppliers are expected to do the same. SGODs are authorized to question and report any discrepancies or missing details in the gate passes, as well as deny entry to undesirable guests as recommended by the management.

Likewise, SGODs are required to fully inspect all incoming vehicles including the items and persons in them. Only approved materials and equipment are to be allowed inside the events venues. Any changes to the approved list should be communicated in writing to the Property Management Office as early as possible.

Fireworks and the likes will only be allowed entry if accompanied by a permit from the barangay or local government unit.
3. **PAYMENTS** – payments of any kind should exclusively be done in the ALPMC property management office. Corkage fees should be settled prior to issuance of any gate passes. Toll fees' payment schedule may be arranged if multiple entries are expected.
4. **SET-UP** – if schedule permits, suppliers may be allowed to set-up 24 hours before the event as long as it is within BUSINESS HOURS. Set-up earlier or beyond business hours may be allowed subject to the approval of ALPMC, and fees as indicated in the rate card.
5. **PARKING** – Events venues may or may not be equipped with designated parking areas (DPA). For villages that have DPAs, suppliers and guests are expected to utilize those instead of parking in the streets. Parking which results in blockage of major thoroughfares, including main avenues and Porte Cocheres are not allowed, unless otherwise approved by ALPMC.

For villages / venues without DPAs, please only park on ALPMC-approved areas.



6. **EGRESS** – all equipment pull-out should have an accompanying “Pull-out Form” approved by the Events Officer and verified by the SGOD. EGRESS should start no later than 11:00PM and should be completed no later than 12:00AM. All suppliers are expected to pull-out their own trash along with their equipment and materials. Failure to do so may result in the revocation of the supplier’s accreditation. Repeated violations may constitute a temporary or permanent ban on the supplier.

Damage to facilities and its components such as the carpet, blinds, wallpapers, etc. should be reported immediately to the attending Events & Leasing Officer. These shall be assessed and charged to the account of the accountable supplier. If repeated instances of these from the same party are found, the supplier’s accreditation may be revoked or banned from the events venue.

7. **NO SMOKING POLICY** – all entities entering the premises of the village / events venues are advised to strictly adhere to the no smoking policy.
8. **DRESS CODE** – All supplier personnel are expected to present themselves appropriately during ingress, preparation, the actual event, and egress. As such a dress code is enforced across all events venues managed by ALPMC.

Clothing Item	Acceptable	Unacceptable
Tops	Sleeved shirts	Sando
Bottoms	Pants, casual shorts	Basketball shorts and similar.
Footwear	Safety shoes, closed shoes, sandals	Flip-flops, barefoot

9. **STAFF CONDUCT** – as co-stakeholders in the successful result of the event, supplier staff and ALPMC events personnel are expected to work harmoniously towards this goal. As such, all personnel are expected to refrain from doing activities that may jeopardize the success of the aforementioned event. This includes drinking, gambling, smoking, and other illicit activities.

Supplier staff are also discouraged from knocking on residents’ houses or mingling with household help. Any concerns should be routed directly to the Events & Leasing Officer on site.



10. **USE OF COMMON FACILITIES** – some facilities are open for use by supplier personnel during event set-up, provided that they are used for their intended purpose. Example: no personnel shall be allowed to take showers in comfort rooms or take naps in dressing rooms. Likewise, pools and shower houses are only for the use of the clients and not suppliers.

11. **PROVISION OF ELECTRICAL FACILITIES** – use of non-standard electrical equipment can only be used with the expressed approval of the property management office, pending the inspection and recommendation of the Facility Maintenance Officer. Complete specifications should be provided to the property management office in advance for review. Suppliers are expected to bring their own electrician for the installation and operation of these electrical equipment. Installing and operating equipment outside the specification to which the facility or the equipment is rated for is not allowed.

12. **VIPs** – VIPs are persons who are of public interest such as public servants, celebrities, etc. Entry of these persons into events venues should be carefully planned with the coordinator, ALPMC and their own security detail. All entities are expected to treat information pertaining to VIPs with utmost confidentiality, and all details are on a need-to-know basis.