

APPENDIX I

Travel and Accommodation

- I. Motor pool Price List -----
- II. Mileage Log (1page) -----
*drivers use this form to log their travels and passenger will countersign the form for validity
- III. Gas Withdrawal Slip (1/4 size page) -----
*drivers fill-up this form to request gasoline and must be approved by LP/UPM/PC then forward it to Production Accountant
- IV. Hollywood Suites Directory of Services (2pages) -----
- V. Casablanca Gardens Apartment & Hollywood Suites Rate Card ---
- VI. Booking Request Form (BRF 1page) -----
- VII. Alternative Housing (2pages) -----
- VIII. Laundry Process and Ticket (2pages) -----
- IX. Approved Travel Agencies (1page) -----
- X. Trip Order & Authorization Form (TOF 1page) -----
- XI. Airfare Purchase Order Form (1page) -----
*goes with TOF when endorsing for approval

BIGFOOT ENTERTAINMENT PHILIPPINES INC.
 PRODUCTION SERVICES
 MOTOR POOL

VEHICLE MONTHLY RENTAL

MAKE/UNIT	BODY TYPE	PLATE NO.	VEHICLE DISCRPTION	DAILY RATE	WEEKLY RATE/4 DAYS	MONTHLY/21 DAYS
NISSAN URVAN MONTHLY RENTAL						
NISSAN/ESCAPADE #01	URVAN'06	YDI-241	12 seater//Executive	Php. 2,800.00	PHP. 11,200.00	Php.58,800.00
NISSAN/ESCAPADE #02	URVAN'06	YDI-251	12 seater//Executive	Php. 2,800.00	PHP. 11,200.00	Php.58,800.00
NISSAN/UTILITY #03	URVAN'06	YEE-491	15 seater/Utility	Php. 2,500.00	Php. 10,000.00	Php.52,500.00
NISSAN/UTILITY #04	URVAN'06	YEE-501	15 seater/Utility	Php. 2,500.00	Php. 10,000.00	Php.52,500.00
NISSAN/UTILITY #05	URVAN'06	YEN-759	18 seater/Utility with folding seats.	Php. 2,500.00	Php. 10,000.00	Php.52,500.00
NISSAN/UTILITY #06	URVAN'06	YEN 760	18 seater/Utility with folding seats.	Php. 2,500.00	Php. 10,000.00	Php.52,500.00

TRUCK MONTHLY RENTAL

MIT. FUSO FIGHTER#01	REF. VAN	YCR-875	3.5 TONS 18 FT. ALUM.REFF. VAN	Php.2,860.00	Php. 11,440.00	Php.60,000.00
MIT. FUSO FIGHTER#02	REF. VAN	YCH-272	3.5 TONS 17 FT. ALUM. REFF. VAN	Php.2,860.00	Php. 11440.00	Php.60,000.00
ISUZU FORWARD#03	DROP SIDE	YDR-601	3.5 TONS 17 FT. DROP SIDE TRUCK	Php.2,620.00	Php. 10480.00	Php.55,000.00
ISUZU ELF	REF. VAN	YEV-475	1.5 TONS ALUM REFF. VAN	PHP. 2,500.00	PHP. 10,000.00	PHP. 52,500.00
MIT. FIGHTER #04	REF. VAN	4789986	3.5 TONS 18 FT. ALUM.REFF. VAN	Php.2,860.00	Php. 11,440.00	Php.60,000.00
NISSAN VANETTE	PICK-UP	YED-453	DROP SIDE PICK UP	Php. 2,100.00	Php. 8,400.00	Php. 44,100.00
GENERATOR SET MONTHLY RENTAL						
DENYO 150			KAMATSU S6D108 GEN. SET 150 KVA	Php.12,500.00	Php. 50,000.00	Php.262,500.00

Terms and Condition

1. Rate quoted is for 12 hours rental only with out driver and fuel.
with additional fraction of Php. 250.00 per hour.
2. Driver should be, to the renter's expense but hired through the Motor Pool.
3. Preventive maintenance is shoulderd by BFE.
4. Rented truck are fully loaded of equipment as required by the renters

BIGFOOT ENTERTAINMENT
GAS WITHDRAWAL AUTHORIZATION FORM

DRIVER: _____ DATE: _____
 VEHICLE NO: _____ REF. NO. _____
 CHARGED TO: _____
 DEPARTMENT / PROJECT _____

ITINERARY: _____

NO. OF LITERS	PARTICULARS
	Velocity
	Super
	Unleaded
	Diesel
	Kerosene
	Washing, Greasing
	Oil Change
	Others

REMARKS: _____

REQUESTED BY: _____ APPROVED BY: _____

BIGFOOT ENTERTAINMENT
GAS WITHDRAWAL AUTHORIZATION FORM

DRIVER: _____ DATE: _____
 VEHICLE NO: _____ REF. NO. _____
 CHARGED TO: _____
 DEPARTMENT / PROJECT _____

ITINERARY: _____

NO. OF LITERS	PARTICULARS
	Velocity
	Super
	Unleaded
	Diesel
	Kerosene
	Washing, Greasing
	Oil Change
	Others

REMARKS: _____

REQUESTED BY: _____ APPROVED BY: _____

BIGFOOT ENTERTAINMENT
GAS WITHDRAWAL AUTHORIZATION FORM

DRIVER: _____ DATE: _____
 VEHICLE NO: _____ REF. NO. _____
 CHARGED TO: _____
 DEPARTMENT / PROJECT _____

ITINERARY: _____

NO. OF LITERS	PARTICULARS
	Velocity
	Super
	Unleaded
	Diesel
	Kerosene
	Washing, Greasing
	Oil Change
	Others

REMARKS: _____

REQUESTED BY: _____ APPROVED BY: _____

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NO. OF LITERS	PARTICULARS
	Velocity
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	Diesel
	Kerosene
	Washing, Greasing
	Oil Change
	Others

REMARKS: _____

REQUESTED BY: _____ APPROVED BY: _____

PRESSING

On the same time for laundry, pressing requests will be sent to the Laundry Shop. The items should be separated from the soiled clothing and should indicate instructions if folded or hung.

SECURITY

Blue guards are available on post 24-hours. Any suspicious person or object seen in the property, or any concerns on safety and security, please alert them immediately. Call 7302 or Front Desk ext. 6100.

TELEPHONE

For Local calls:

Press 9 + Phone number

Calls to the US:

Press 9 + 1 + 1 + Area Code + Phone number.

For other countries:

Press 9 + 011 + Country Code + Phone number .

Your phone can be reached:

Local # 032 - 342-8889 Ext. 6 + Room number

From other countries:

+63-32-493-8889 Ext. 6 + Room number

To retrieve phone messages:

Press # Ext No. # 4523 #.

Follow the prompt.

EMERGENCY NUMBERS:

Police Department	166
Lapu-Lapu City	341-5703
Fire Department	160
Lapu-Lapu City	342-8508
Emergency Rescue Unit	161
Lapu-Lapu City	340-2994
Lapu-Lapu District Hospital	340-0248
Mactan Doctor's Hospital	341-0000
Chong Hua Hospital	254-1461
BF Entertainment & IAFT	Ext 5221
IAFT Student's Affairs Office	Ext 5230
CELL	Ext 5801
Security	Ext 7302
Maintenance	Ext 7300
Housekeeping	Ext 7301
Front Desk Officer	Ext 6100
Systems Administrator	Ext 6777

Other contact numbers:

Body and Sole Massage	341-4716
Da Vinci's Pizza Delivery	495-8888
Greenwich Pizza Delivery	254-1000
Jollibee Foods Delivery	340-2015
Mc Donald's Foods Delivery	341-5279
Taxi	253-4602

VALUABLES

The suites do not have an individual safety deposit box. Please safeguard your belongings. A common safety deposit box is available at the Front Desk subject to space.

Thank you for staying with us.



DIRECTORY OF SERVICES



Dear Guest,

Welcome to Hollywood in Cebu!

It is our pleasure to have you with us and hope you will have a delightful experience. For your comfort and convenience, please read through some useful information on our facilities and services.

The Hollywood Suites is built specially for you. Should you have any comments or concerns during your stay, please contact us immediately.

Enjoy your stay!

Sincerely,

HOLLYWOOD SUITES

HOUSEKEEPING

Please turn off your air-conditioning unit as well as the lights when leaving your room for an extended period of time. In the same way, the ACU should not be turned on while the window or door is open. Otherwise, you will be charged P500.

In addition, kindly unplug all electrical appliances/equipment, including but not limited to charger, when not in the room for safety reasons.

Rooms are made up on scheduled basis. However, when you wish your room made up again, kindly hang the Make Up My Room signage on your door. Note that when hanging Do Not Disturb sign, room will not be accessed or made up. For your safety and security, it may be checked after a considerable number of hours on DND.

Linens will be changed on a scheduled basis. Please leave the Environment Conservation signage when you wish your linens unchanged.

LAUNDRY

A hamper is provided for easy storage of soiled clothing you wish to have for laundry service. Please indicate in the list any condition of the item for our information. Laundry will be facilitated by the school/company, which in turn will be forwarded to a Laundry Shop and will be returned the next day or when advised.

Please call Housekeeping or Front Desk for assistance.

MAINTENANCE

For any equipment, lights and furniture needing repairs, please call Front Desk.

MAILS

Front desk may receive and distribute any letter or package for registered guests.

MEDICAL

A hospital with private doctors is 15 minutes away. They may be contacted when needed. Call 6100 for assistance. For a separate listing of telephone numbers, see item on TELEPHONE.

MINI-REF

The refrigerator is ready for your usage. Ask for assistance when required.

PETS

All pets including fish are prohibited.

RATE CARD

(For BIGFOOT GROUP OF COMPANIES only)

CASABLANCA GARDENS APARTMENTS

CGA Superior & Standard	USD		PHP	
	<u>Nightly</u>	<u>Monthly</u>	<u>Nightly</u>	<u>Monthly</u>
Less than 1 Month	20		1,000	
1 - 3 months		500		25,000
3 - 6 months		480		23,900
6 - 9 months		460		22,700
9 - 12 months		440		21,500

HOLLYWOOD SUITES

HS Executive Suites Less than 1 Month 1 - 12 months	USD		PHP	
	<u>Nightly</u>	<u>Monthly</u>	<u>Nightly</u>	<u>Monthly</u>
Less than 1 Month	50		2,500	
1 - 12 months		1,120		56,000
HS Junior Suites Less than 1 Month 1 - 12 months	USD		PHP	
	<u>Nightly</u>	<u>Monthly</u>	<u>Nightly</u>	<u>Monthly</u>
Less than 1 Month	45		2,200	
1 - 12 months		1,020		51,000

Notes

- All rooms are set up for double occupancy.
- Additional charge for third guest: Php400. Maximum of three adults in a room.
- Check-in Time: 2:00 pm / Check-out Time: 12:00 noon. Early check-in & late check-out are charged half-day if within 6 hours from schedule; otherwise, full day charge applies.
- Rooms will be released by 6:00 pm unless paid in advance. Cancellation notice or 'No Show' after 6:00 pm will be subject to a one-night charge.

BOOKING REQUEST FORM

Please tick preferred accommodation

(mm-dd-yy) _____

<input type="checkbox"/>	Hollywood Suites (First Floor-Executive)
<input type="checkbox"/>	Hollywood Suites (Second Floor-De luxe)
<input type="checkbox"/>	Casablanca (Queen Room)
<input type="checkbox"/>	Casablanca (Twin Room)
<input type="checkbox"/>	Casablanca (Quad Room)
<input type="checkbox"/>	Bigfoot Ramos Studios (Queen/Bunkbeds)
<input type="checkbox"/>	Bigfoot Ramos MG's 10th Floor Apartment

CLIENT INFO

Guest Name _____ Contact No. _____

Company _____ Designation _____

Address _____

E-mail Add _____

Booked by _____ E-mail Add _____

TRAVEL ITINERARY

Arrival Date	Flight Details	ETA	Transport Arrangement
Departure Date	Flight Details		Transport Arrangement

BILLING ARRANGEMENT

Charges	Personal	Company
Accommodation	_____	_____
NDD / IDD	_____	_____
Airport Transfers	_____	_____
Other Transport Services (city tours, shopping, etc.)	_____	_____

REGISTRATION

- For Office Use Only -

Guest Name _____ Phone Access Code * _____

Room Number _____

Passport # _____ Nationality _____

Birthday _____ Requests _____

* For suites, Phone Access Code will be activated & de-activated upon check-in/out respectively. NDD & IDD rates apply.

**Bigfoot will not be responsible of money, jewelry or other valuables left by the guests in the rooms. A safety deposit box, subject to space limitation, is available at the Front Desk Counter at the Hollywood Suites.

PROCEDURES:

Complete a Booking Request form or Lease Application Form, whichever is applicable and send to reservations@asia.bigfoot.com or info@bigfoot-properties.com.ph respectively. No reservation will be entertained without the form. Subject of the e-mail should read: Name of Guest / Date of Arrival and Departure / Number of nights.

Cancellation & No-Show Fees
If confirmed, note that cancellation of the reservation may only be done at least 24 hours prior to the day of arrival. Otherwise, a one (1) night charge will apply. For a "No-Show" on the arrival date, there will be a full Cancellation Fee equivalent to the number of nights booked but not to exceed three (3) nights.

Waitlisted Reservations
If on waitlist, reservation request will be put on hold until a room will become available.

Changes on Bookings
For any amendment or cancellation of a booking, the same form should be used. Always indicate the Booking Reference No. issued in the first Booking Confirmation.

Check-in/out Time
Check-in time is 2PM. Check-out time is 12NN. Guest checking-in earlier than the check-in time should book a day earlier to guarantee for a room. For late check-outs, a half day charge or one-night will be billed. Guests are to surrender the room key and key fob upon check out. Otherwise, he/she will be charged accordingly.

Booking Ref. No. _____

Confirmation No. _____

Front Desk Officer _____

Regardless of charges instructions, I hereby acknowledge that I am personally liable for the payment of my statement of accounts.

Guest's Name & Signature

ALTERNATIVE HOUSING

Alternative housing can only be used once Casablanca and Hollywood Suites are full. At that point, one must attain approval before one can move to other venues. The following are suggestions:

EAST TOWN VILLAS

...YOUR HOME AWAY FROM HOME...

For reservations and other inquiries, please contact:
Mitchell - +63-32-344-7726

Features

2 airconditioned bedrooms
2 T & B
Fully furnished house
Storage room
Laundry area

Amenities

Security
Swimming pool
Small function area

Rates

Rental rates can be negotiated depending on the duration of stay of guests.
*Excluding electricity and water

ABEJO'S HOUSING UNIT

Kauswagan, Bangkal,
Mactan, Lapu-Lapu City 6015 Cebu

For reservations and other inquiries:
Emilio – 495-7972 / 0919-4293832

Features

- 3 air-conditioned bedrooms
- fully furnished house
- garage
- ideal for 7 – 9 people

Rate

- Deep Gold rental (P25,000) including electricity and water
- Rate can be negotiated depending on the duration of stay of guests

LAUNDRY SERVICE

Casablanca and Hollywood Suites provide laundry services for their in-house guest and tenants. Independent laundry shops are especially accredited to ensure quality and prompt service.

Procedures

1. Guest shall fill up the Laundry Ticket and may request for pick-up of their laundry through the following channels:
 - a. Front Office 493-8889 ext. 6100 / 340-3591
 - b. Housekeeping Office 493-8889 ext. 7301
 - c. Any Room Attendant on Duty
2. The Laundry Ticket together with the laundry items are picked up by the assigned staff.
3. Upon pick-up, the attending staff checks the items on the list in front of the guest, if present. If the guest is not around, the items are checked in the presence of the guard on duty or the Room Attendant or Supervisor who will serve as witness for any damages or valuables found.
4. Stains or damages (i.e. missing buttons, snags, etc.) are noted down in the Laundry Ticket. Guest/s should acknowledge these notes by signing the ticket.
5. Laundry items are endorsed to our contracted laundry shop for processing. Processing may take one to three days depending on the kind of service requested.
6. Guests are notified when the processed items are ready for delivery. The attendant then collects payments.
7. Missing items, missed deliveries, or any concerns on the delivered items shall be reported to the Housekeeping Office or the Front Office within 24 hours from delivery.