



PLANT TOUR RESERVATION / CONFORMITY FORM

DATE: _____

NAME OF SCHOOL / ORGANIZATION : _____	TOUR AGENCY : _____
CONTACT PERSON : _____	CONTACT PERSON : _____
TEL / FAX NOS. : _____	TEL / FAX NOS. : _____
EMAIL ADDRESS : _____	EMAIL ADDRESS : _____

GARDENIA BAKERIES PHILS. INC. is a company engaged in the manufacture, sale and distribution of world-class quality breads and bakery products with office address at Gardenia Centre, LIIP, Mamplasan, Biñan, Laguna;

- and -

_____ (*name of tour agency*) with office address at _____,

- and -

_____ (*name of school*) with address at _____, will conduct a field trip at Gardenia's manufacturing plant located at Gardenia Centre, LIIP, Mamplasan, Biñan, Laguna.

Hereby agree, as follows:

- Date of Activity.** This field trip shall be held on _____ (*date*) between _____ (*time*) at Gardenia's manufacturing plant at LIIP, Mamplasan, Biñan, Laguna.
- Participants.** There shall be a total of _____ (*number*) participants, grade/ level _____ consisting of _____ students, _____ parents / guardians and _____ teachers.
- Obligations.** In the entire duration of the activity, its administrators and teachers shall have special parental authority and responsibility over the students. Accordingly, it shall ---

Exercise extraordinary diligence in the care and custody of the students; and, Ensure that all the participants (students, parents/guardians, teachers, and coordinators) will conduct themselves in an orderly manner and behavior, observing all the guidelines set by GARDENIA, including but not limited to:

- 3.2 Complying with PEZA traffic rules and parking restrictions;
 - 3.3 Disallowing students, parents, guardians and teachers to disembark the bus / vehicle when there is no instruction from the plant tour crew;
 - 3.4 Plant tour crew to determine accommodation for unscheduled and / or behind schedule plant tours;
 - 3.5 Following the tour route prescribed by GARDENIA without deviation;
 - 3.6 Wearing the hairnet supplied by Gardenia when necessary; Shoe covers may also be required and shall be made available for sale.
 - 3.7 Wearing the proper attire prescribed by Gardenia; Open shoes (e.g. sandals), sleeveless, and shorts are not allowed.
 - 3.8 Prohibiting smoking inside the plant. There are designated smoking areas outside GARDENIA;
 - 3.9 Prohibiting spitting, loitering, urinating or defecating on the walkway, street, sidewalk, and inside and outside GARDENIA plant.
 - 3.10 Putting-off cellphones inside the factory;
 - 3.11 Prohibiting taking of photos / videos inside the plant;
 - 3.12 Disallowing use of lighters and matches for all including drivers.
- Liability.** The school's administration and teachers, shall be principally and solidarily liable for all the damages and injuries caused by the acts or omissions of the participants during the activity.
 - Warranty.** The school warrants that ---

The field trip is an authorized activity. It shall hold GARDENIA, or any of its officers or employees, free and harmless against any loss, injury, damage, liability or expense that it shall incur arising out of or in connection with the activity, including the costs and expenses of defending any claim or action.

Signature over printed name
(SCHOOL / ORGANIZATION)

Signature over printed name
(TOUR AGENCY)