



Republic of the Philippines
City Government of Naga
BICOL SCIENCE AND TECHNOLOGY CENTRUM
City Hall Compound, J. Miranda Avenue, Naga City, 4400
Tel. No. (054)472-41-21
www.naga.gov.ph

BOOKING FORM FOR TOURIST/VISIT

1. Name of School/Agency/Org'n:

2. Name of Principal/ Head of School/ Head of Agency/Head of Org'n:

3. Contact Address:

Tel. No.: Cell. No. E-mail:

4. Date of Tour/Visit: Estimated Number of Student:

5. Preferred Time & Duration of Tour/Visit: Number of Adults/Members:

6. Number of Teacher(s):

7. Total number of students enrolled/Members for the current S/Y:

BOOKING GUIDES

1. Decide on specific date of tour/visit and fill up and complete all required information in the Booking Form.
2. Completed Booking Form maybe hand-carried, mailed, or e-mailed to the BSTC Office. (Booking Form may be photocopied or downloaded at www.naga.gov.ph).
3. Tour scheduling will be on a "first come, first served" basis.
4. All bookings must be confirmed at least a week before the schedule.
5. Should arrival be delayed, please call/notify BSTC office as soon as possible.
6. In case of cancellation of booking, please notify the office at least 2 days before the booked schedule.
7. BSTC reserves the right to cancel all booking due to unavoidable circumstances or fortuitous events.
8. Entrance fees** should be collected in advance to avoid delay in the actual conduct of tour/visit.
9. Tour Coordinator or tour organizer may be held liable for any loss or damage due to theft, vandalism or improper use of facilities, equipment and exhibits at BSTC during the actual conduct of tour.
10. Tour Coordinator is recognize as the official representative of the school, agency or organization and therefore all matters pertaining to the tour (i.e. booking, payment, cancellation, confirmation) should be done by him/her.
11. Visitors/tourist are enjoyed to strictly follow house rules/policies of BSTC to maximize learning & convenience.
12. Any complaint or query should be coursed in writing to the BSTC Administrator.

TOUR COORDINATOR:

Signature over printed name and designation

APPROVED:

FEDERICO J. VINLUAN
OIC, BSTC

**** ENTRANCE FEE:**

Student - P 10.00
Adult - P 15.00
Teacher - free