



GENERAL TERMS AND CONDITIONS OF CARRIAGE

1. Airfare for the MNL-BSI-MNL and CRK-BSI-CRK flight is summarized in ANNEX A attached hereto.
2. Airfare payments can be made at The City Club, CAAP/Alphaland Hangar in Manila, and Alphaland Clark Hangar. It can also be deposited at any duly designated bank. Please take note that check and cash payments are NOT accepted at the Alphaland Hangar Lounge.
3. A passenger who cancels or makes changes to his/her flight within 48 hours before the scheduled date/time of departure will be charged a fee equivalent to one-way airfare. The same fee will be charged to a passenger who misses his/her flight for no valid reason and whether or not he/she is accommodated on a later flight. Getting caught in traffic is not a valid reason.
4. An email request for cancellation/rebooking will only be entertained by Alphaland Aviation between 8 AM to 4 PM daily.
5. Any flight-related requests must be emailed to Balesin Reservations (reservations@balesin.com) and Mr. Dennis O. Valdes (dovaldes@alphaland.com.ph) as recipients.
6. In the event that a passenger has paid the airfare and missed his/her flight for no valid reason or had it cancelled within 48 hours before the scheduled time of departure, the amount paid will not be refunded.
7. Only infants below 24 months are considered free of charge and will be seated on the lap of his/her parent/guardian. Proof of the infant's date of birth must be presented upon check-in for verification. Allowed number of infants per flight will depend on the aircraft to be used.
8. The flight schedule may change due to weather, air traffic congestion, or availability of aircraft. The club management and Alphaland Aviation reserves the right to change or cancel a confirmed flight schedule affected by force majeure (weather, airport closure, etc.).
9. Pregnant women need to present a medical certificate before they are allowed to board the aircraft. Expectant mothers who are between 24 to 32 weeks pregnant are required to present a medical certificate indicating that they are fit to fly. Expectant mothers who are more than 32 weeks pregnant are not allowed to fly.
10. All alcoholic beverages, soda, tetra packed milk and juices, and perishables (e.g. fast food take-out, burgers, pizza, donuts, chicken meals, cup noodles, breads, pastries, fruits, chocolates) are prohibited from being brought into Balesin. Any items of this kind will be collected at the hangar for disposal. Snacks such as chips, biscuits, crackers, and nuts are allowed.
11. In compliance with the policy of the Civil Aviation Authority of the Philippines (CAAP), check-in counters will close 45 minutes before departure time, whereas aircraft doors will close ten minutes before departure time. Passengers are required to check-in at least two hours before the Estimated Time of Departure.



12. The check-in counter closes 45 minutes before flight time. Beyond this time, passengers may no longer be accommodated on the flight. When conditions allow, passengers who arrive between forty-five and thirty minutes before their scheduled flight are given a one-time accommodation and are allowed to check-in. However, their names will be put on a late list and they will not be given any future accommodation on their future trips.

PASSENGER AND BAGGAGE CHECK-IN BOARDING PROCEDURES

1. Passengers are advised to be at the compound of Alphaland Aviation Hangar at least two hours before their scheduled flight departure time.
2. Upon entering the Hangar, passengers are advised to immediately proceed to the baggage drop-off area for baggage check-in. Each passenger is allowed ten kilograms of check-in baggage; any excess will be charged a fee of Php 100 per kilogram or a fraction thereof. Hand-carried bags/items must not exceed five kilograms per passenger. It must fit under the passenger seat or inside the overhead storage bin where it will stay during the flight. A maximum weight of 32 kilos for each piece of luggage has been mandated by the International Air Transport Association (IATA).
3. Passengers are strongly advised to read and understand Form AAI-DGP-2018 (Provisions for Dangerous Goods Carried by Passengers or Crew) before packing their baggage.
4. After baggage check-in, passengers must go inside the AAI Hangar Lounge then straight to the Passenger Check-in counter. All hand-carried baggage/items will be subject to a security check before it is allowed into the lounge.
5. At the Check-in counter, every passenger must present a valid ID with photo as well as his/her QR Code. Excess baggage fee and unpaid airfare must be settled at the counter prior to boarding.
6. Passengers traveling with infants/children below 12 years old, unaccompanied minors, pregnant women, persons with disabilities, persons with reduced mobilities, persons with medical conditions, and other persons needing special assistance will be given priority in boarding.
7. The doors of the aircraft will be closed fifteen minutes before their scheduled flight departure time. As such, all passengers are requested to stay in the Alphaland Hangar lounge after check-in.

NOTE: Please be reminded that all flight schedules are tentative in nature as they are subject to change due to weather conditions, air traffic congestion, and/or availability of the aircraft.



ANNEX A

ALPHALAND AVIATION RATES

Airfare (VAT-inclusive)	
Members (Spouse & Qualified Dependent)	Php 3,360
Guest	Php 7,840

**Promotional airfare is subject to change without prior notice*