



Republic of the Philippines
PROVINCE OF BENGUET
 Capitol, La Trinidad

**RENTAL FORM
 (EQUIPMENT)**

No.: 2024-E-_____
 Date: _____

HON. MELCHOR D. DICLAS
 Province of Benguet
 Capitol, La Trinidad, Benguet

The _____ of _____
 (*NAME OF THE ORGANIZATION / REQUESTING PARTY*) (*ADDRESS/OFFICE*)
 and with contact number _____ respectfully request for the use of the:

Equipment Requested:

EQUIPMENT	QTY	NO. OF HRS/DAYS

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Inclusive date/s of use: _____,
 Inclusive time of use: _____,
 Purpose: _____.

We shall appreciate your favorable action on this request.

Very truly yours,

 Signature over Printed Name and Date

Recommending Approval:

Approved by:

Payment:

Amount: _____

OR No.: _____

JENNIFER G. BAHOD

Provincial General Services Officer

MELCHOR D. DICLAS, M.D.

Provincial Governor

PTO Representative

ADMINISTRATIVE PROVISION:

- Damages or losses of the equipment's shall be sole responsibility of the requesting party. He shall make necessary repair for damages and replace any equipment destroyed.
- Equipment must be cleaned after use and rented other equipment must be returned after use.
- Security deposit of ₱3,000.00 will be collected to cover any extensions and/or damages incurred, and to be refunded after clearance from the personnel in charge.
- Equipment shall be operated by the agency personnel in charge.
- The requesting party shall haul the equipment a day before the reservation date and shall be returned the next working day except for the sound system which shall only be set up during the activity.
- The requesting party should provide all consumables to be needed. (eg: battery)

I have read and understand the administrative provisions

 Signature over printed name

BORROWER:

Name and Signature: _____

Office/Address: _____

Contact Number: _____

GUARANTOR:

Name and Signature: _____

Office: _____

Contact Number: _____

Pursuant to Provincial Tax Ordinance No. 2023-321 known as
 “2023 REVISED REVENUE CODE OF THE PROVINCE OF BENGUET”,
 dated June 19, 2023, the following are the RENTAL FEES:

A. GOVERNOR BEN PALISPIS AUDITORIUM (Time:

	RATE	UNIT
Rental of Ben Palispis Auditorium <i>Inclusive of four (4) tables and 250 chairs (max.)</i>	1,500.00 3,000.00 575.00	4 hours and below 8 hours for every additional hour or a fraction thereof
Additional Services:		
1. Use of Sound System (4 hours minimum)		
a. Set 1: two (2) microphones with two (2) speakers	200.00	per hour
b. Set 2: four (4) microphones with six (6) speakers	400.00	per hour
2. Use of Projector (4hrs minimum)	200.00	per hour (max. of 8 hrs)
3. Use of LED Wall	10,000.00	per day
4. Use of Lighting System (Stage lightnings)	1,500.00	per day
Packages:		
1. Package 1: Hall, Sound System-Set 1, LED Wall, Lighting System	15,500.00	per day
2. Package 2: Hall, Sound System-Set 2, LED Wall, Lighting System	17,500.00	per day
3. Package 3: Hall, Sound System-Set 1, Projector	5,000.00	per day
4. Package 4: Hall, Sound System-Set 2, Projector	6,500.00	per day

B. PROVINCIAL GYMNASIUM (Time:

	RATE	UNIT
Rental of Open Gym	1,500.00 2,500.00 400.00	4 hours and below 8 hours for every additional hour or a fraction thereof

C. OTHER EQUIPMENT

	RATE	UNIT
a. Boxing Ring Paraphernalia	5,000.00	per day
b. Folding Tables	100.00	per table, per day
c. Monoblock Chairs	7.50	per chair, per day
d. Monoblock Tables	20.00	per table, per day
e. Parachute tent	500.00	per day
f. Red Carpet	1,500.00	per day
g. Sound System: 2 microphones and 2 speakers	200.00	per hour
h. Microphones	25.00	per hour
i. Table Cloths	70.00	per cloth, per day
j. LED Wall	10,000	per set, per day

Must be signed upon release of rented equipment

ISSUANCE TO BORROWER:

PGSO Custodian Date

RECEIVED BY (BORROWER):

Signature over Printed Name Date

To be signed upon return of equipment

ACCEPTANCE FROM THE BORROWER:

PGSO Custodian Date

NOTE/REMARKS:
