



Republic of the Philippines
PROVINCE OF BENGUET
 Capitol, La Trinidad

RENTAL FORM
(FACILITY)

No.: 2024-F-_____
 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:

Gov. Ben Palispis Auditorium Provincial Gymnasium PCL Hall
 Equipment Requested:

EQUIPMENT	QTY	NO. OF HRS.

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NOTE: Plus PHP 3,000.00 security deposit.

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:

JENNIFER G. BAHOD
 Provincial General Services Officer

Approved by:

MELCHOR D. DICLAS, M.D.
 Provincial Governor

Payment: Rent Security
 Amount: _____
 OR No.: _____

 PTO Representative

ADMINISTRATIVE PROVISION:

- The requesting party renting the facility shall provide adequate security to maintain peace and order. It shall maintain the cleanliness of the venue at all times.
- Equipment and/or Facility must be clean after use.
- Requesting party shall COORDINATE with the PGSO Custodian before their scheduled activity and to present the approved RENTAL FORM for coordination of the activity.
- The requesting party shall pay the preparation day and should not exceed the date stated above, unless approved and have paid the corresponding rent.
- Priority shall be given to government activities and functions.**
- Damages or losses of the facilities, equipment, or fixture, shall be sole responsibility of the requesting party. He shall make necessary repair for damages and replace any equipment destroyed.
- 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.
- The electricity consumption of any equipment being brought by the requesting party should pay the corresponding amount based on the computation of the electrical engineer.
- Event and occasions that require a large audience or general entry are strongly discouraged in order to protect the facility and its equipment and to serve the objective of the facility.
- In case of cancellation, inform the office one week prior. Otherwise, paid rent is non-refundable

I have read and understand the administrative provisions

 Signature over printed name

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. PCL Hall (3rd floor)

	RATE	UNIT
Rental of PCL Hall (3 rd floor). Inclusive of sound system and projector	4,000.00	per day

D. 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. Table Runners	25.00	per cloth, per day

		Refund of Security Deposit
Time in:	NOTE/REMARKS: _____ _____ _____	D.V date:
Time out:		