

RENTAL FORM

Date: _____

The Honorable Governor
 Province of Benguet
 Capitol, La Trinidad, Benguet

The _____ of _____
(Name of the Organization / Requesting Party) (Address/Office)

and with _____ respectfully request for the use of the:
(Contact No.)

- | | |
|--|--|
| <input type="checkbox"/> Gov. Ben Palispis Hall | <input type="checkbox"/> Boxing ring and paraphernalia |
| <input type="checkbox"/> Provincial Gymnasium | <input type="checkbox"/> Parachute tent Quantity: _____ |
| <input type="checkbox"/> Sound system (if available) | <input type="checkbox"/> Steel chairs Quantity: _____ |
| <input type="checkbox"/> Projector (if available) | |

on _____ at _____ for the _____
(Date) (Time) (Purpose)

We are willing to pay the amount _____
(Amount in Words)

(_____) to the Provincial Treasurer or his duly
(Amount in Words) (Amount in Figures)

authorized representative as a corresponding _____ use of the above mentioned item/venue/facilities.
(No. of Hours/Days)

We shall appreciate your favorable action on this request.

Very truly yours,

(Signature over Printer Name)

(Date)

{ } APPROVED
 { } DISAPPROVED

VICTORIA B. AKIA

Acting Provincial General Services Officer

 ***** To be filled up by authorized PTO personnel *****

OR number: _____ Date: _____ Amount Paid: _____

Pursuant to Provincial Tax Ordinance No. 15-176 known as "THE BENGUET REVENUE CODE OF 2015",
 dated September 14, 2015, the following are the **RENTAL FEES**:

A. Gov. Ben Palispis Hall

Purpose	Time (Mondays - Fridays)	Rate
For non-fund raising & unrelated Benguet Provincial Government program/activity	8:00 A.M to 5:00 P.M.	₱ 1,600.00 for an 8 hours or fraction thereof
For fund raising program/activity	8:00 A.M to 5:00 P.M.	₱ 3,000.00 for an 8 hours or fraction thereof

Note: An additional amount of ₱ 300.00 shall be collected every hour thereafter.

B. Provincial Gymnasium

Purpose	Time (Saturdays, Sundays & Holidays)	Rate
For non-fund raising & unrelated Benguet Provincial Government program/activity	6:00 A.M to 6:00 P.M.	₱ 1,000.00 for an 8 hours or fraction thereof
For fund raising program/activity	6:00 A.M to 6:00 P.M.	₱ 2,000.00 for an 8 hours or fraction thereof

Note: An additional amount of ₱ 200.00 shall be collected every hour thereafter.

C. Other facilities

Facilities	Rate
1. Sound System	₱ 100.00 per hour
2. Projector	₱ 50.00 per hour
3. Boxing ring paraphernalia (used by sports promoters other than the Provincial Government)	₱ 1,500.00 per day or fraction thereof
4. Parachute Tent	₱ 500.00/pc per day
5. Steel Chairs	₱ 2.00/chair per day

Note: Hauling, Installation & Dismantling of the boxing ring will be handled by the boxing promoters
 Failure to return the facilities on due date, a ₱ 100.00 per day penalty will be imposed

Administrative Provisions:

1. Any person including duly authorized instrumentalities of the national or local government units shall apply for permit to use any provincial government building or facility and pay the corresponding rental fee.
2. **PRIORITY** shall be given to the Provincial Government of Benguet programs, activities and functions.
3. The Gov. Ben Palispis Hall can only accommodate a maximum of 400 participants.
4. The following should be observed when using the Gov. Ben Palispis Hall:
 - a. The sponsoring group or agency renting the hall or auditorium shall provide adequate security to maintain peace and order. It shall also maintain the cleanliness of the hall at all times.
 - b. Damages or losses of facilities, equipment or fixtures, at the hall/auditorium shall be the responsibility of the sponsoring group or agency and shall pay the corresponding cost.
5. The terms and conditions for the renting of the facilities (sound system, projector, boxing ring & paraphernalia, parachute and steel chairs:
 - a. Inspection of the facilities/equipment as to the condition prior to the issuance to and acceptance from the borrower should be conducted.
 - b. The borrower should not exceed the date stated above, in case of extension the PGSO should be notified.
 - c. The borrower is responsible in hauling and returning the facilities/equipment to the Office of the Provincial General Services. The items are to be taken/issued on or a day before the scheduled date of usage and to be returned during office hours -Mondays to Fridays (8:00 A.M. to 5:00 P.M.) except during holidays.
 - d. **In case of loss or damage of the facilities/equipment, it is the responsibility of the borrower to pay and/or replace the same.**
 - e. It is necessary to have a guarantor from any of the Provincial Government officials/employees.

Guarantor:

Signature Over Printed Name

Address / Office

Contact Number

***** To be filled up for the rental of the "Other Facilities" *****

Issuance to Borrower:

Signature Over Printed Name

Date Issued/Released

Received by (Borrower):

Signature Over Printed Name

Date Received (Borrower)

Acceptance from the Borrower:

Signature Over Printed Name

Date returned/received

Note / Remarks:

