



**MUNICIPALITY OF TUBIGON**

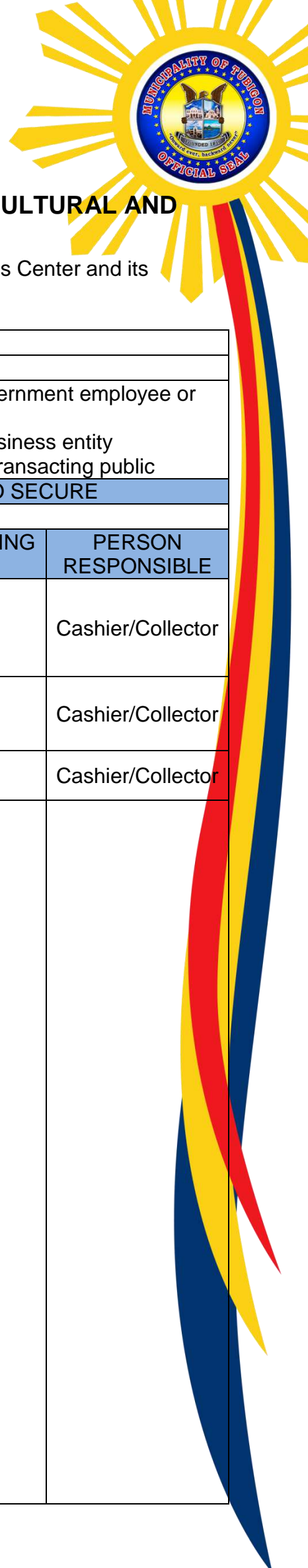
# **CITIZEN'S CHARTER**





**MUNICIPAL  
TREASURER'S OFFICE  
(MTO)**  
ADMINISTRATIVE SERVICES

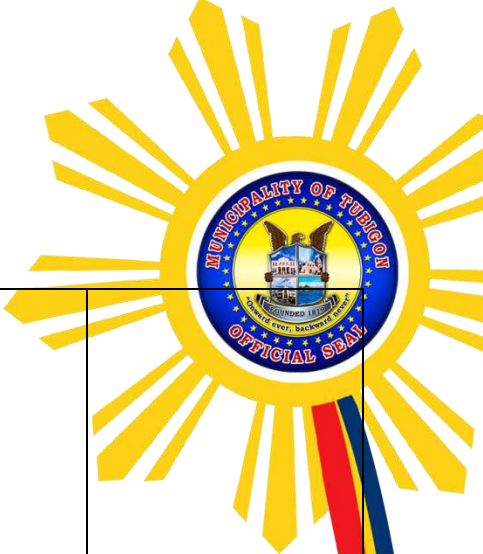




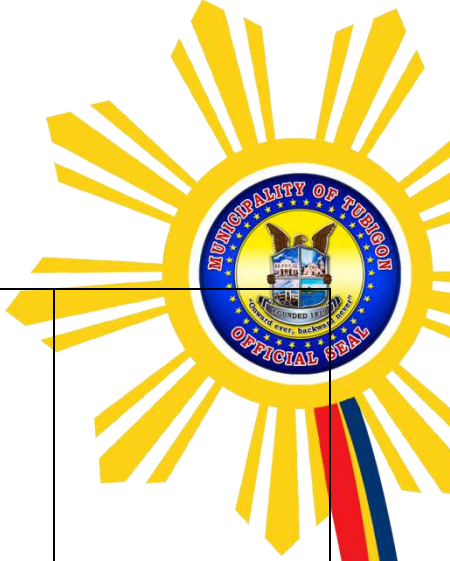
# 19. PAYMENT OF RENTALS FOR THE USE TUBIGON CULTURAL AND SPORTS CENTER AND ITS FACILITY

Receive Payment of Rental for the use of Tubigon Cultural and Sports Center and its facility

Office or Division:	TREASURERS OFFICE			
Classification:	SIMPLE			
Type of Transaction:	for Government Service whose client is a government employee or another government agency for Government Services whose client is a business entity for Government Services whose client is the transacting public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Mayor's Permit		BPLO		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Cashier and present mayor's permit	Determine the corresponding rental and inform the client	a. Non-Commercial games/dance rehearsal and similar activities per occasion – 150.00	5 mins	Cashier/Collector
2. Pay the fees and wait while the cashier issues official receipt	Accept payment and issue official receipt	b. Commercial Basketball/ other paid games and programs/ activities – 2,500.00	5 mins.	Cashier/Collector
3. Receive official receipt	Release official receipt	c. Wedding receptions/ parties, anniversary, paid balls/dances & similar activities per occasion – 2,500.00	5 mins.	Cashier/Collector
		d. Conventi		



		<p>on/ seminars/ workshops /graduatio ns, proms, and similar activities for the first 4 hours and fraction thereof – 500.00 For each succeedin g hour - 100.00</p> <p>e. Promotion sales – 6,000.00</p> <p>f. other charges: 1. Built-in sound system - 200.00</p> <p>2. Monobloc chairs, per chair Non commerca l – 2.00 Commerci al -3.00</p> <p>3. Table per table – 50.00</p> <p>4. Built-in sound system, kaleidosco pic lights/spot lights for discos, balls, dramas</p>	
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		and similar activities per occasion - 5,000.0		
		5. Electricity charges subject to the actual use from the kilowatt hour meter		
TOTAL:		None	15 minutes	

