



People's Park Management Office



Rent reservation & Use of Swimming Pool & Facilities for Walk-in clients, Public & Private event

Office or Division:	People's Park Management Office (City Mayor's Office)			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizens			
Who may Avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request letter to the City Mayor for the waiver of fees for events, particularly for government events.			Requests for Event Permit for Community Gatherings, Corporate Meetings, and Birthday Parties	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
FREE OF CHARGE				
1. Inquires for the availability of the venue	Checks the availability of venue for the requested date	None	3 minutes	PPMO Receptionist
2. Submit request to the City Mayor's Office for approval	Awaiting the City Mayor's decision on the event permit request	None		PPMO Receptionist
3. If approved: please present this letter to the PPMO staff	The requested date is reserved upon receipt of the approved letter	None	3 minutes	PPMO Receptionist
	Total	None	6 minutes	
1. Gate entrance fee	Issuance of receipt	Gate Rate: Php 10.00 per person Php 5.00 for single-motor vehicle's Php 10.00 for four-wheeled vehicles	5 minutes	CTO Representative
2. Payment of entrance and pool fees	Issuance of receipt	Pool Rates: 12 years old & below: Php 20.00 13 to 17 years old: Php 50.00 18 years old & above: Php 100.00 (20% discount for	5 minutes	CTO Representative



		Senior Citizens with valid ID) Rental Rates: Kiosk: Php 250.00 Table: php 30.00 Chair: Php 10.00		
	Total	None	16 minutes	
RENTAL				
1. Inquiry regarding venue and facility availability	Verify the availability of the facilities/venue for the event. Prepare an order form with the corresponding fees.	None	3 minutes	Receptionist
2. Pays reservation and rental fees	Payment received	Fees vary according to facilities/venue rented	5 minutes	Receptionist
	Total	None	8 minutes	
End of Transaction				