

## EXTERNAL SERVICES

### 1. Processing of Permit for the Use of Venues/ Facilities

Clients who intend to secure a permit to utilize venues/facilities in the park premises.

<b>Office/ Department:</b>		Quezon Memorial Circle Administration Office			
<b>Classification:</b>		Complex			
<b>Type of Transaction:</b>		G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government			
<b>Who may avail:</b>		Persons/Groups/Organizations who are interested in using venues/facilities in QMC			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>			
1. Letter of Intent		Client			
2. Application Form		Reservation Desk, QMC Administration Office			
NO.	CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submit a letter of intent to QMC	Receive the intent letter and check the availability of venue/facilities; If available, this will be endorsed to QMC Administrator for review and approval	None	3 minutes	Reservation Desk Officer, QMC Administrator
2	Wait for the approval of request thru phone call or email	Notifies the client on the status of request thru phone call or email.	None	1 - 3 working days <i>(varies depending on the scope of request)</i>	Reservation Desk Officer
3	Receive a notification regarding the status of request. If approved, proceed to QMC Reservation Desk.	Issues an application form to the client once the request is approved.	None	3 minutes	Reservation Desk Officer
4	Receives and fill-up the Application Form and submit it to QMC Reservation Desk	Receive and check the submitted Application Form. If completed, refer the client to Finance & Collection Unit for processing of payment (if applicable)	None	10 minutes	Reservation Desk Officer
5	Proceed to Finance & Collection Unit to pay the corresponding fee (if applicable)	Receives payment and prepares Official Receipt to be issued to the client	Varies depending on the requested venue	10 minutes	Finance & Collection Unit

6	Claims permit/ official receipt	Discuss the park's rules and regulations in using a venue	None	10 minutes	Finance & Collection Unit, Reservation Desk Officer
7	Proceed to the requested venue on the given schedule	Monitors the conduct of event	None	Varies depending on the requested schedule of event	Event's Monitoring Team
		<b>TOTAL</b>		<b>Maximum of 3 Working Days and 36 minutes</b>	
<b>END OF TRANSACTION</b>					