

2. Processing of Permits for conducting Commercial/Non-Commercial Activities or other relevant events

Clients who intend to secure a permit for commercial/non-commercial activities or other relevant events, requiring the QMC Management's authorization.

Office/ Department:		Quezon Memorial Circle Administration Office			
Classification:		Complex			
Type of Transaction:		G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government			
Who may avail:		<p>Persons/Groups/Organizations who are interested in conducting commercial/non-commercial activities or other relevant events, requiring authorization from the management, such as:</p> <ul style="list-style-type: none"> a. Commercial Shoot (<i>Film Production, TV Commercials, Vlogs, Advertisement and other activities that intend to make profit</i>) b. Non-commercial Shoot (<i>Prenuptial, Postnuptial, Pre-debut, other activities that are not primarily intended for commercial use or financial gain</i>) c. Exhibits d. Academic & Extracurricular Activities (For Students only) e. Group Activities involving minors/students f. Installation/ Posting of Tarpaulins g. Other relevant activities requiring authorization from QMC management 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
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	Receives the intent letter and initially assess the request and endorse to QMC Administrator for review and approval	None	3 minutes	Reservation Desk Officer, QMC Administrator
2	Wait for the approval of the request	Inform the client on the status of request.	None	1 - 3 working days <i>(varies depending on the type of activity to be conducted)</i>	Reservation Desk Officer
3	Receive a notification regarding the status	Issues an application form to the client once	None	3 minutes	Reservation Desk Officer

	of request. If approved, proceed to QMC Reservation Desk.	the request is approved.			
4	Receive 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 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 (if applicable)	Varies depending on the activity to be conducted	10 minutes	Finance & Collection Unit
6	Claims permit and official receipt	Discuss the park's rules and regulations on the conduct of activities	None	10 minutes	Finance & Collection Unit, Reservation Desk Officer
7	Proceed to the identified area for the conduct of activity	Monitors the conduct of activity	None	Varies depending on the activity to be conducted	Event's Monitoring Team
		TOTAL		Maximum of 3 Working Days and 36 minutes	
END OF TRANSACTION					