



**QUEZON CITY GOVERNMENT
OFFICE OF THE CITY MAYOR
QUEZON MEMORIAL CIRCLE ADMINISTRATION OFFICE**



APPLICATION FORM FOR THE USE OF QMC FACILITIES

APPLICANT'S INFORMATION											
Date: (mm/dd/yyyy)				/		/		Contact No.			
Full Name:											
Address:											
Type of Organization:											
<input type="checkbox"/> Local Government				<input type="checkbox"/> Civil Society Organization				<input type="checkbox"/> Others (Specify):			
<input type="checkbox"/> National Government				<input type="checkbox"/> Private Institution							
Name of Organization:											

EVENT INFORMATION													
Requested Venue:													
Event's Title:													
Nature of Event:													
<input type="checkbox"/> Birthday				<input type="checkbox"/> Assembly/ Meeting				<input type="checkbox"/> Others (Specify):					
<input type="checkbox"/> Baptismal				<input type="checkbox"/> Seminar/ Training									
Number of Participants:													
Event's Date: (mm/dd/yyyy)						/		/		No. of Participants:			
Time for Ingress:						:		Time for Egress:				:	

- TERMS AND CONDITIONS**
- Cleanliness and orderliness shall be strictly observed.
 - The consent of the Quezon Memorial Circle (QMC) management shall be obtained for any equipment to be brought in by the applicant.
 - The management strictly prohibits the following activities:
 - Engaging in any illegal, hazardous, or disruptive activities that could negatively impact the property or violate the peace of any persons in the park
 - Gambling, smoking, and drinking alcoholic drinks/liquor
 - Use of videoke or any loud music or sounds that may disturb park visitors
 - Use of single-use plastic or disposable items, including Styrofoam, straws, etc.
 - Use of adhesive tapes, hooks, nails, or any material to tape/fasten or hang anything to walls and ceilings
 - Client shall be responsible for the safety and security of their personal properties/belongings. The QMC management assumes no responsibility for ANY damage or loss due to negligence of the applicant/guests or other persons or fortuitous/manmade events beyond the control of the management.
 - No existing rules and regulations, city ordinances, and government laws shall be violated.
 - The site shall be cleaned and cleared of debris and equipment right after the affair without further extension.
 - The client shall be held responsible for any damage incurred during the activity.
 - The reservation would be on a First-Come-First-Served basis and shall comply with the allowable hours set by the QMC management.
 - Only fully paid applicants shall be issued with a Venue Clearance. Permits are non-transferable.
 - Client must be fully paid three (3) days before their/ its event.
 - A refund of the deposit is not allowed. However, offsetting of deposit to another event and date within six (6) months from the canceled event is allowed.
 - The QMC management has the discretion to demand the requesting party for an additional charge upon assessment of QMC management, such as expenses incurred for extended use of the venue, the high electricity consumption of equipment used in the event, and damages to property committed by the client.
 - The QMC Administrator reserves the right to cancel the event if: (1) the venue has to be closed due to force majeure, (2) there is unexpected significant event to be hosted by the QC local government, and (3) reasonable grounds to believe that the behavior of the client/guest/participant at the event is likely to result in damage and/or injury to people.

CERTIFICATE OF AGREEMENT

This is to certify that I have completely read and fully understood and agree to all the terms and conditions set by the QMC management. As a client, I shall comply with the abovementioned terms and conditions.

Applicant's Signature over Printed Name

Date

TO BE FILLED-UP BY QMC AUTHORIZED PERSONNEL		
<input type="checkbox"/> Down Payment: _____ <input type="checkbox"/> Full Payment: _____ Official Receipt No.: _____ Remarks: _____ _____ _____	Processed and Assessed by: _____ Signature over Printed Name	Approved by: _____ WINDSOR P. BUENO QMC Administrator



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