



Ormoc City Superdome

External Services



1. Usage of Superdome (for Citizens and Business Use)

Use of superdome court and its facilities for private operators/promoters

Office Or Division:	Ormoc City Superdome			
Classification:	Simple			
Type Of Transaction:	G2C – Government to Citizen G2B – Government to Business			
Who May Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request		Client		
2. Clearance Certificate /Permit		Business Permits and Licensing Office		
3. Contract duly signed by the promoter		Ormoc City Superdome Office		
4. Official Receipt		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request	1. Receive letter request and provide operator of event/promoter with a short briefing regarding facilities, house rules, and the corresponding fees per City Ord. No. 64 and make indorsement for BPLO	None	1 Hr.	<i>Executive Assistant I</i> Superdome Office
2. Secure permit if activities in which admission fee is charged.	2. Receive Letter Request w/ Indorsement from the Office of Ormoc City Superdome & Issuance of permit	None		<i>BPLO in charge</i> BPLO
3. Submit Clearance Certificate /Permit (activities with	3. Make a contract according to the number	None	30 mins.	<i>Executive Assistant I</i> Superdome Office



admission fee) and Sign contract	of hours and days of usage of the dome & the corresponding fees duly signed by the promoter. Endorse the said contract to the City Administrator for approval/disapproval			
	3.1 Receive Contract with duly signed by the promoter for approval/disapproval	None		<i>City Administrator City Administrator's Office</i>
4. Pay required fees	4. Receive payment			<i>Revenue Collector City Treasurer's Office</i>
	4.1 Receive Official Receipt & post schedule of event officially. Release of contract	None	5 mins.	<i>Executive Assistant I Superdome Office</i>
TOTAL		Variable	1 hr. & 35mins.	



ANNEX A
SUPERDOME RENTAL RATES
(CITY ORDINANCE NO. 64)

I. RENTAL ON COURT USAGE:

A.) Maximum use of lights, aircon and sound system	-----	Php 6,500.00 per hr.
B.) 50% usage of lights, without aircon, with sound system	-----	Php 2,200.00 per hr.
C.) Without use of lights and aircon, with sound system	-----	Php 1,400.00 per hr.

II. RENTAL ON SUPERDOME STALLS SHALL NOT LESS THAN THE FOLLOWING RATES:

A.) Ground Floor Stall	-----	Php 150.00 per sq. mtr.
B.) Second Floor Stall	-----	Php 100.00 per sq. mtr.



2. Usage of Superdome (for Government Use)

Use of superdome court and its facilities for local government agencies

Office Or Division:	Ormoc City Superdome			
Classification:	Simple			
Type Of Transaction:	G2G – Government to Government			
Who May Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request		Client		
2. Contract duly signed by the head of agency or its authorized representative		Ormoc City Superdome Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request	1. Receive letter request and provide operator of event/promoter with a short briefing regarding facilities, house rules, and the corresponding fees per City Ord. No. 64.	None	1 Hr.	<i>Executive Assistant I</i> Superdome Office
2. Sign Contract	2. Make a contract according to the number of hours and days of usage of the dome & the corresponding fees duly signed by the head of agency or its authorized representative. Endorse the said contract to the	None	30 mins.	<i>Executive Assistant I</i> Superdome Office



	City Administrator for approval/disapproval			
	2.1 Receive Contract with duly signed by the head of agency or its authorized representative for approval/disapproval.	None		<i>City Administrator</i> City Administrator's Office
	2.2 Post schedule of event officially. Release contract	None	5 mins.	<i>Executive Assistant I</i> Superdome Office
TOTAL		None	1 hr. & 35 mins.	