

MARIKINA CULTURAL TOURISM TRADE AND INVESTMENT PROMOTIONS OFFICE (MCTTIPO)

G/F Marikina City Hall, Shoe Ave. Sta. Elena, Marikina City
 OIC : Tourism : Ponchie Santos / Cultural : Engr. Salome Aquino
 Tel Fax: 646-2369 Tel. Nos. 646-2368

Bookings of Kapitan Moy (Bulwagang Bayani), and Teatro Marikina Booking and coordination of Lakbay Aral Tour Packages.

	Client Step	Office/Person Responsible	Location of Office	Processing Time
1	Proceed at MCTTIPO to fill up the Certificate of Agreement and secure Order of Payment	MCTTIPO/ Booking Officer	G/F City Hall	15-20 minutes
2	Proceed to the City Treasurer's Office to pay for the rental fee and security deposit (SD)	Treasury / Cashier	G/F City Hall	15-20 minutes
3	Back to MCTTIPO to present Original Receipt (OR)	MCTTIPO/ Booking Officer	G/F City Hall	5-10 minutes
4	After the event, surrender the original copy of the OR for processing of SD refund (if applicable)	MCTTIPO/ Booking Officer	G/F City Hall	35 working days

Booking and coordination of Lakbay Aral Tour Packages

	Client Step	Office/Person Responsible	Location of Office	Processing Time
1	Send a letter of intent/request, which may also be emailed or faxed, regarding the purpose and suggested itinerary of the tour	Mayor's Office/ Mayor's Action Officer	2nd/F City Hall	1-2 days
2	Wait for Confirmation Letter/Call from the MCTTIPO	MCTTIPO/ Booking Officer	G/F City Hall	15-20 minutes upon receipt of letter
3	Upon arrival, secure an Order of Payment from the Booking Officer	MCTTIPO/ Booking Officer	G/F City Hall	5-10 minutes
4	Proceed to the City Treasurer's Office to pay for Lakbay Aral Fee	Treasury Cashier	G/F City Hall	15-20 minutes
5	Back to MCTTIPO to present Original Receipt (OR) and receive the final itinerary of the trip to be given by the assigned Tour Guide	MCTTIPO/ Booking Officer & Tour Guide	G/F city Hall	2-5 minutes

Requirements:

1. Completely filled up Certificate of Agreement and Booking Confirmation Form
2. Payment for the fees or venue rental charges
3. For Senior Citizens, to present Senior Citizen ID or Birth Certificate

RENTAL FEES AND OTHER CHARGES

Teatro Marikina

Matinee Show	Monday to Thursday	Php 15,000 (3hrs)	Php 3,000 /hr in excess of 3 hrs.
8:00 am to 5:00pm	Friday to Sunday	Php20, 000 (3 hrs)	
Gala Show	Monday-Thursday	Php20, 000 (3 hrs)	Php5, 000/hr (in excess of 3 hrs)
5:00pm onwards	Friday-Sunday	Php25, 000 (3 hrs)	
Non revenue generating events		Php15, 000 (3 hrs)	Php3, 000/hr (in excess of 3 hrs)
Security Deposit		Php2, 000	
Electricity		Php500/equipment	
Early Set-up		Php100/hr	

Kapitan Moy

Bulwangan Bayani		Php15, 000 (4 hrs)	
		Php1, 000/hr (in excess of 4 hrs)	
		Php2, 000/hr (security deposit)	
Patio		Php3, 500 (4 hrs)	
		Php500/hr (in excess of 4 hrs)	
Electricity		Php500/equipment	
Early Set-up		Php100/hr	

For recommendations, suggestions and complaints, contact the department head concerned or the City Personnel Office.