



The University of the West Indies, Cave Hill Campus

Conference Facility

The 3Ws Pavilion

BOOKING FORM

(Please click on grey shaded area to enter text)

EVENT INFORMATION	
Company/Organization:	_____
Event Date(s):	_____ Event Time: _____
Title of Event:	_____
CONTACT INFORMATION	
Booking made by:	_____
Telephone:	_____ Fax: _____
Email:	_____

SELECTION		
Conferencing (\$600): []	Top Floor Rental (\$1500): []	_____
ROOM SETUP		
Theatre style:	Horseshoe:	No. of Participants:
Classroom style:	Hollow Square:	Number of persons for Head Table Seating:
Clusters:	Other:	_____

TECHNICAL REQUIREMENTS		
LCD Projector(\$475)	DVD Player(\$130)	Screen: (\$95):
P/A System: (\$200)	VCR(\$125)	Flip Chart Easel(\$50)
LCD Projector & Screen: (\$541.50)	_____	_____

All prices are quoted in Barbados Dollars

REFRESHMENTS –		
Lunch: []	Morning Coffee Break:	Full [] Liquid only []
_____	Afternoon Coffee Break:	Full [] Liquid only []

OFFICIAL USE	
Bookings received by: _____	Date: ____/____/____
Space confirmed by: _____	Date: ____/____/____