



The University of the West Indies, Cave Hill Campus

Conference Facility

The Solutions Centre

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:	_____

SUITE SELECTION			
The Shell Suite (\$650): []	First Caribbean A (\$600): []	First Caribbean B (\$450 []	
First Caribbean Micro Lab A (\$1500): []	First Caribbean Lab B (\$450): []		
ROOM SETUP			
Theatre style:		Horseshoe:	No. of Participants:
Classroom style:		Hollow Square:	Number of persons for Head Table Seating:
Clusters:		Other:	

TECHNICAL REQUIREMENTS			
P/A System: (\$200):		DVD Player: (\$70)	Document Camera: (\$150.)
Slide Projector: (\$100)		VCR (\$70.)	Flip Chart Easel: (50.)
Projector****	**** Costs inclusive in room rental rate		

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: ____/____/____