



THE UNIVERSITY  
OF THE  
WEST INDIES

**FACULTY OF CULTURE, CREATIVE AND PERFORMING ARTS**

**ERROL BARROW CENTRE FOR CREATIVE IMAGINATION**

**INITIAL ENQUIRY FORM**

**CINEMATHEQUE - WALCOTT WARNER THEATRE**

NAME OF EVENT: \_\_\_\_\_

NAME OF CLIENT: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

EVENT COORDINATOR: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ (W) \_\_\_\_\_ (C) FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

DATE(S) REQUESTED: \_\_\_\_\_ to \_\_\_\_\_

ALTERNATE DATE(S): \_\_\_\_\_ or \_\_\_\_\_

START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_ NO. OF SEATS REQUIRED: \_\_\_\_\_

BRIEF DESCRIPTION: \_\_\_\_\_

TYPE OF EVENT (please tick)	FILM SCREENING		CONFERENCE		PANEL DISCUSSION	
	WORKSHOP		READINGS		BOOK LAUNCH	

- Please note that all Site Visits and Production Meetings are held on Wednesdays by appointment.
- Non-refundable Booking Fee of **Bds\$100.00** is required to hold the date(s) requested; deducted from the Final Charge.
- The Cinematheque can seat fifty-two (52) persons.
- The Cinematheque comes equipped with a Projector and Screen.
- The use of the small Foyer for the purpose of Registration and a Bar for serving Refreshments is included, once permission has been granted and under specific guidelines. You will be required to make contact with a reputable catering service of your choice, with the necessary permits and licenses in place.
- Rates for staff, equipment and technical services can only be estimated based on consultation with our Production Team regarding the specifications for your event. The full cost for your event cannot be given at this time, however, you may use the basic rates below when budgeting:
  - Daily Rental - 1<sup>st</sup> 2 hours - \$200.00; \$85.00 per hour after or part thereof
  - Technical Operations - \$75.00 per hour or part thereof
  - Maintenance & Cleaning - \$50.00 per hour or part thereof
- Submission of the letter confirming the rating of the film being screened by the Barbados Film Censorship Board.
- Submission of a Certificate of Cover for Public Liability Insurance to the value of **Bds\$200,000.00** to cover the duration of your event in the Cinematheque in the joint names of **The University of the West Indies (Faculty of Culture, Creative & Performing Arts, Errol Barrow Centre for Creative Imagination), Cave Hill Campus** and **your organisation**.
- Submission of a license from COSCAP and a letter of clearance, should your event require the playing of live or recorded music.

Thank you for your interest in using the facilities of the Errol Barrow Centre; we look forward to receiving your information.

**Kindly return this completed Form to the Faculty Office at the EBCCI or by email to [ebcci@cavehill.uwi.edu](mailto:ebcci@cavehill.uwi.edu)**