



THE UNIVERSITY
OF THE
WEST INDIES

FACULTY OF CULTURE, CREATIVE AND PERFORMING ARTS
ERROL BARROW CENTRE FOR CREATIVE IMAGINATION

INITIAL ENQUIRY FORM

CONFERENCE ROOM – GEORGE LAMMING PEDAGOGICAL CENTRE

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 <i>(please tick)</i>	CONFERENCE		WORKSHOP		PANEL DISCUSSION	
	MEETING		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.
- Meeting Room with moveable tables and chairs, with adequate washroom facilities:
 - Conference Style: includes podium, nine (9) conference tables & twenty-seven (27) chairs; or
 - Theatre Style: includes podium, sixty (60) to seventy-five (75) chairs.
- The use of the small Foyer for the purpose of Registration or 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 - 1st 2 hours - \$200.00; \$85.00 per hour after or part thereof
 - Maintenance & Cleaning - \$50.00 per hour or part thereof
- 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 George Lamming Pedagogical Centre 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