



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

PERFORMANCE STUDIO - REX NETTLEFORD PERFORMANCE COMPLEX

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 PARTICIPANTS: _____

BRIEF DESCRIPTION: _____

TYPE OF EVENT <i>(please tick)</i>	TRAINING		WORKSHOP		REHEARSALS		AUDITIONS	
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- 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 date(s) requested; deducted from the final charge.
- The Performance Studio must not carry more than twenty-five (25) persons.
- Children under 16 years of age must not be on the premises unaccompanied or unsupervised.
- **No eating, drinking or smoking** allowed in the Performance Studio.
- Any equipment or instruments used must be turned off immediately after use of the space.
- The use of the Piano is an additional cost; kindly enquire and confirm use prior to submitting the Form.
- If you reconfigure the room, kindly restore it to standard before leaving the Centre.
- Opening hours: **Monday to Sunday 10:00am - 7:00pm.**
- Rental Rates are **\$50.00 per hour** or part thereof.
- Rates for staff, equipment and technical services can only be estimated based on consultation regarding your requirements.
- Submission of a Certificate of Cover for Public Liability Insurance to the value of **Bds\$100,000.00** to cover the duration of your event in the Performance Studio 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.**

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