



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

INITIAL ENQUIRY FORM

REHEARSAL/MUSIC ROOM - 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: _____

Table with 9 columns: TYPE OF EVENT (please tick), TRAINING, WORKSHOP, REHEARSALS, AUDITIONS

- 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 space must not carry more than twenty (20) persons.
Children under 16 years of age must not be on the premises unaccompanied or unsupervised.
There will be no eating, drinking or smoking allowed in the Performance Studio or the Rehearsal Room.
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...

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