



THE UNIVERSITY  
OF THE  
WEST INDIES

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

<b>TYPE OF EVENT</b> <i>(please tick)</i>	LECTURE		CONFERENCE		PERFORMANCE – Dance	
	FILM SCREENING		PANEL DISCUSSION		PERFORMANCE - Theatre	
	WORKSHOP		READINGS		PERFORMANCE – Music	
	OTHER (Details)					

- Please note that all Site Visits and Production Meetings are held on Wednesdays by appointment only.
- Non-refundable Booking Fee of **Bds\$250.00** is required to hold the date(s) requested; deducted from the Final Charge.
- The Theatre can seat 252 persons.
- Children under 16 years of age must not be on the premises unaccompanied or unsupervised.
- The use of the Foyer, Terrace and Bar for the purpose of a Reception or Concessionaire is included, once permission has been granted and under specific guidelines.
- 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 therefore be given at this time, however, you may use the **basic rates** below when budgeting:
  - Theatre Rental and Amenities - \$1,500.00 (4 hours or part thereof)
  - Technical Operations - \$1,600.00 (4 hours or part thereof)
  - Audio/Visual Operations - \$350.00
- Submission of a Certificate of Cover for Public Liability Insurance to the value of **Bds\$500,000.00** to cover the duration of your event in the Walcott Warner Theatre 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)**