



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

FOYER, TERRACE & BAR ONLY - WALCOTT WARNER THEATRE (WWT)

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: _____ NO. OF TABLES: _____ NO. OF GUESTS: _____

BRIEF DESCRIPTION: _____

TYPE OF EVENT (please tick)	RECEPTION		COCKTAIL PARTY		PERFORMANCE – MUSIC	
	EXHIBITION		READINGS		PERFORMANCE – THEATRE	
	OTHER (Details)					

- Please note that all Site Visits and Meetings are held on Wednesdays by appointment.
- Non-refundable Booking Fee of **Bds\$250.00** is required to hold the date(s) requested; deducted from the final charge.
- The WWT Terrace can accommodate 100-120 persons for receptions.
- The rental will include the use of four (4) trestle tables and twenty-five (25) black chairs, **as needed**.
- You are required to make contact with a reputable catering service of your choice, with the necessary permits and licenses in place, 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:
 - Rental of Foyer, Terrace & Bar - \$950.00 (4 hours or part thereof)
 - Sound Reinforcement - \$400.00 (4 hours or part thereof)
 - Ambient Lighting on Terrace - \$200.00 (4 hours or part thereof)
 - Maintenance & Cleaning - \$300.00 (4 hours 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 WWT Foyer, Terrace and Bar ONLY 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