



FACULTY OF CULTURE, CREATIVE AND PERFORMING ARTS
ERROL BARROW CENTRE FOR CREATIVE IMAGINATION
INITIAL ENQUIRY FORM
DANCE 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 (please tick)	TRAINING		WORKSHOP		REHEARSALS		INFORMAL RECITAL		AUDITIONS	
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- Please note that all Site Visits and Production Meetings are held on Wednesday by appointment.
- Non-refundable Booking Fee of **Bds\$100.00** is required to hold the date(s) requested; deducted from the Final Charge.
- The Dance Studio must not carry more than thirty (30) persons.
- Children under 16 years of age must not be on the premises unaccompanied or unsupervised.
- **No eating, drinking or smoking** allowed in the Dance Studio.
- The **use of shoes is prohibited** on the dance mat, unless specifically made for dance. Dance shoes are not to be worn as street shoes and then used in the Studio.
- The use of the 3ïÔîÄ 3ÜÖÄ Í is an additional cost; kindly enquire and confirm use prior to submitting the Form.
- Any equipment or instruments used must be turned off immediately after use of the space.
- **Furniture is not allowed** (e.g. tables and chairs) in the Dance Studio, unless specific permission has been granted by the EBCCI.
- Opening hours: **Monday to Sunday 10:00am - 7:00pm.**
- The full cost of your rental period cannot be given at this time; however, you may use the basic rates below when budgeting:
 - Daily Rental - \$75.00 per hour 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 Dance 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