



## MEETING/WORKSHOP BOOKING FORM

**This document is to be completed by the Client before the event date.**

Customer: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Time of Event:(From-To) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Time to Set up: (From-To) \_\_\_\_\_

Telephone: \_\_\_\_\_ Time to Pack up: (From-To) \_\_\_\_\_

Mobile: \_\_\_\_\_ No. of Attendees: \_\_\_\_\_

E-mail: \_\_\_\_\_ Onsite Contact Person: \_\_\_\_\_

Description of the event: \_\_\_\_\_

Please complete the form by indicating 'yes' in the last column for each item you require.

### Location of Event:

College Buildings \_\_\_\_\_

College Grounds \_\_\_\_\_

### Rental Spaces:

Rooms	Cost (\$)	Details	
Founder Room	\$500.00	Meeting Room. Flip Chart. Seats 10.	
Small Lecture Room	\$530.00	Discussion Room. Podium, White Board. Classroom style: Seats 21, Horseshoe room style: Seats 15.	
Mary Magdalene Chapel	\$700.00	Retreats only. Seats 40. Flip Chart.	
Large Lecture Room	\$850.00	Podium, White Board, 1 Microphone and 1 Speaker. Theatre style: Seats 80, Classroom style: Seats 48, Horseshoe style: Seats 30	
Refectory	\$950.00	Dining Hall. Seats 75.	

All rooms are equipped with Air Conditioning and Wi-Fi Connectivity.

**Add-ons:**

Items/Services	Cost per Item (\$)	Details	
Projector and Screen	\$320.00		
Flip chart	\$50.00		
1 Microphone and 1 Speaker	\$160.00		
Catering	-	Menus are available upon request.	

**Documents/Items to be acquired by the Client as needed:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Public Liability Insurance | <input type="checkbox"/> Parking Personnel          | <input type="checkbox"/> Vendors             |
| <input type="checkbox"/> Permits                    | <input type="checkbox"/> Generators                 | <input type="checkbox"/> Signage             |
| <input type="checkbox"/> Health License             | <input type="checkbox"/> Photography                | <input type="checkbox"/> Additional Tents    |
| <input type="checkbox"/> COSCAP License             | <input type="checkbox"/> Special Effects            | <input type="checkbox"/> Portable Toilets    |
| <input type="checkbox"/> Health Certificate         | <input type="checkbox"/> Lighting                   | <input type="checkbox"/> Decorations         |
| <input type="checkbox"/> Liquor License             | <input type="checkbox"/> Video Recording            | <input type="checkbox"/> Chairs (Outdoors)   |
| <input type="checkbox"/> Security                   | <input type="checkbox"/> Musicians (DJ, Band, etc.) | <input type="checkbox"/> Tables (Outdoors)   |
| <input type="checkbox"/> Valet Parking Personnel    | <input type="checkbox"/> Advertising                | <input type="checkbox"/> Speakers (Outdoors) |
|   | <input type="checkbox"/> Staging                    |  |

**N.b.** Codrington College will not be responsible for the procurement of the above items and/or documents!

**Responsibility of the Client:**

1. This Event Booking form should be submitted at minimum four (4) weeks before the event date.
2. A deposit of \$500.00 or 50% of the cost, whichever is greater, is due three (3) weeks before the event date, and this confirms the Booking.
3. The balance is payable at minimum one (1) week before the date of the event to guarantee the Booking. If the Client does not pay the balance on or before the due date, the confirmation is deemed to be cancelled.
4. All event cancellations must be made in writing (e-mail correspondence is acceptable) to the Project Officer.

The Cancellation Schedule and the corresponding rate for the refund of fee paid towards rental of event location and/or equipment as well as administration fee is provided below. Please note that the Cancellation Schedule is based on the date of receipt of notification of cancellation, as seen below:

Refund Due	Notification Period
50%	Between date of signing Booking Form and 2 weeks in advance of the Event

5. The Client must be available to meet for discussion (via telephone, f2f, VoIP) with the team at Codrington College before the confirmation of the booking can be made.
6. All temporary structures which were put in place for the event should be dismantled and removed with-in three hours of the event ending. If the event ends after 8:00pm, but no later than 11:00pm the structures should be dismantled and removed by 12:00pm (noon) the next day with arrival at the premises after 9:00am.  
  
If the structures are not removed the Client will incur a late fee penalty of \$300.00. The College is not responsible for the safety of the equipment.
7. To pay a service charge of \$60.00 for any cheques returned from the bank.
8. The Client is responsible for the removal of their garbage to the disposal facility located to the east of the property near the car park.
9. Noise levels must not be so intrusive to negatively impact the immediate environment.
10. To pay for any damages or expenses incurred by Codrington College due to wilful or negligent act of the Client, Client's staff and volunteers or their guests or paying patronage to their event.
11. Inappropriate behaviour, as deemed by the Management of the premises, may result in your event being stopped or cancelled. Management reserves the right to refuse service to anyone.
12. The Client is to ensure that their party observes the No Smoking Policy of the College.
13. The Client agrees to adhere to all established rules and policies of the Codrington Trust and Codrington College.
14. Soft instrumental music is preferred but if songs are desired; a sample should be forwarded to Codrington College for approval.

**Payment:**

- Payment can be made via Cash or Manager's Cheque.
  - ***Cheques written to Codrington Estates Development Company Ltd.***
  - Office is open: Monday to Friday from 10:00 AM to 3:00 PM.
  
- Wire Transfer. See banking details below:
  - Bank Name: CIBC FirstCaribbean International Bank
  - Bank Address: Broad Street Branch, Bridgetown, Barbados
  - Account Name: Codrington Estates Development Co Ltd
  - Swift Code: FCIBBBBB
  - Account #: 1001162340
  - Kindly indicate when the transfer has been made.

I acknowledge by signing on this document that I have carefully read the document and understand and abide by the Responsibilities of the Client.

Print Name:

Signature:

Date:

**Contact Information:**

Project Officer  
Codrington Estates Development Company Ltd.  
Codrington College  
College Land, St. John BB20007, Barbados, W.I  
Telephone: 231-8225