



THE UNIVERSITY OF THE WEST INDIES
HEU, CENTRE FOR HEALTH ECONOMICS



Licence Agreement & Guidelines
for Use of
Conference & Training Centre

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HEU, CENTRE FOR HEALTH ECONOMICS CONFERENCE AND TRAINING CENTRE

OVERVIEW

Established in 1995 as a Unit within the Department of Economics, the HEU, Centre for Health Economics is a Campus Centre of The University of the West Indies, St. Augustine, Trinidad and Tobago. The Centre's motto of '*Making a Difference*' has been at the forefront of the organization's development and propels its research and publications agenda, training and learning focus and commitment to strengthen the technical expertise and strategic advice to national and regional communities.

The *HEU Conference and Training Centre* has been developed to further strengthen the training and development pillars of the HEU. In this regards, a state-of-the art facility comprising comfortable, multi-functional accommodation is available for use by academia and business enterprise under a limited use licence.

DESCRIPTION OF FACILITIES

The Conference and Training Centre is housed on the Ground Floor of the fully air-conditioned Sir George Alleyne Building located at #25A Warner Street, St. Augustine, Trinidad and Tobago. The Conference and Training Centre offers modern, multi-functional rooms, including an Auditorium, Meeting Rooms and an Observation Hub. To keep you connected, wireless internet is available in all of the rooms. The facility is propelled by state-of-the-art equipment and support services. A brief description of the facility is presented below.

Auditorium

The Auditorium comfortably accommodates 200 persons in theatre-style and approximately 125 persons in banquet-style. The adjoining Lobby provides an ideal Reception area for welcoming and greeting participants and the space can also be used for registering participants of the event.

In close proximity is an area for refreshment during breaks and a Food Preparation Room where caterers can have access to a fully outfitted kitchen to place food and drinks, with the comfort of knowing that these items can be kept warm and/or cool until serving is required.

The Auditorium also offers a multimedia system, two large drop-down screens, an audio system and videoconferencing services.

Meeting Rooms

Meeting Rooms are available in different sizes to suit your needs. These can be used for smaller events, as Break-out rooms or as a Secretariat to support larger events. Meeting Rooms can comfortably seat 10-15 persons and 15-20 persons respectively.

These rooms are equipped with tables and chairs, projectors affixed to the ceiling and accompanying drop-down screens. The equipment can be used stand-alone or be synchronized

with the Auditorium's main multimedia system in the event that such feed needs to be dispatched to these rooms.

Observation Hub

One of the unique offerings is the Observation Hub comprising an Observation Room and an adjoining room to house participants who will be under observation. View participants through the one-way wide-span mirrors and gain valuable information for your social research. Discreetly placed audiovisual technology captures data without making participants uncomfortable during sessions.

TERMS & CONDITIONS OF USE

Attachment A outlines the Terms and Conditions of use of the Conference and Training Centre. Please take the time to carefully review.

APPLICATION FOR USE & FEE SCHEDULE

Review the Fee Schedule and complete your Application today. These documents can be found in Attachment B.

Like what you have read? Then feel free to make an appointment to tour the Facility. Our team welcomes you and thank you in advance for your wise choice.

ATTACHMENT A

TERMS AND CONDITIONS OF AGREEMENT

1.0 Limited Use Licence

- 1.1 The Conference and Training Centre is to be used only for formal business and academic events, such as conferences and workshops. This limited use criterion is specified since the facility was not designed for events that are artistic-natured or performance-related. *Management reserves the right to refuse the application of any client who intends to utilize the facility for events other than its intended purpose.*
- 1.2 The provision of the Auditorium's Lobby for the purpose of entertaining participants and the Food Preparation Room for the purpose of food and drink storage are attached to the licence arrangement made by a client for the use of the facility.

2.0 Ownership / Booking Arrangements

- 2.1 The Conference and Training Centre, which comprises the Auditorium, Meeting Rooms, Observation Hub, as well as the associated support facilities and services, are the property of The University of the West Indies.
- 2.2 The provision for use of the facility falls directly under the jurisdiction of the HEU, Centre for Health Economics, The University of the West Indies and any arrangements, requisitions, enquiries or concerns in respect of the use of the facility should be directed to the HEU's Secretariat.

3.0 Payments and Refunds

- 3.1 Payment for the use of the facility is to be made to the **HEU, Centre for Health Economics, The University of the West Indies** through any one of the following means:-
- Manager's cheque delivered to the HEU's Secretariat at #25A Warner Street, St. Augustine, Trinidad and Tobago; or
 - Inter-Departmental Transfer where the client is a Department, Unit, Centre, Institute of The University of the West Indies and holds a University account.
- 3.2 A non-refundable Booking Fee amounting to 50% of the facility Rental Fee must be paid in advance to secure a reservation. Full payment of the facility Rental Fee, the cautionary deposit and any additional fees (please see Attachment B for further details) must be received and confirmed by the Secretariat seven (7) days in advance of the intended day(s) of use by the client (unless advised differently).
- 3.3 In the case of cancellation of a booking, the Caution Fee along with all other fees will be fully refunded with the exception of the non-refundable Booking Fee.

4.0 Termination

- 4.1 Dissolution of the Agreement or termination of use of the facilities can occur at any time during the license arrangement by order of Management.

5.0 Damages

- 5.1 In the event of damage to property, including walls, ceilings, furniture, fixtures and equipment, the deposited caution fee will not be refunded and the client will be required to pay any additional amount stipulated for the repair or replacement of damaged property, including cost of damage to furniture, fixtures and equipment.
- 5.2 All damage to property, including walls, ceilings, furniture, fixtures and equipment shall be reported to the HEU, The University of the West Indies and it shall be the responsibility of the client to inform its sub-contractors of services (caterers, tent/plant contractors, decorators, etc.) to be particularly careful when handling or utilizing the facility.

6.0 Restrictions

- 6.1 Clients are advised to remain within the specific areas that have been approved for use, and should not venture into office spaces or any other parts of building not specified in the Application and Term of Use Agreement, unless otherwise advised.
- 6.2 On-site parking is reserved for staff of the HEU and other Departments/Offices situated on the immediate compound. Parking for vehicles of clients and event participants shall be available at the adjacent property situated at #24 Warner Street, St. Augustine.

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