

ATTACHMENT B



**HEU, CENTRE FOR HEALTH ECONOMICS
FACULTY OF SOCIAL SCIENCES**

Sir George Alleyne Building, 25A Warner Street St. Augustine
Tel: (868) 645-7351, 645-5465; Fax: (868) 662-9459; Email: Health.EconomicsUnit@sta.uwi.edu

APPLICATION FOR USE OF CONFERENCE & TRAINING CENTRE

GENERAL INFORMATION:

NAME OF APPLICANT (Please specify):

.....

ADDRESS:

.....

.....

TELEPHONE:

FACSIMILE:

E-MAIL:

ACTIVITY:

NUMBER OF PARTICIPANTS:

PARTICIPATION FEE: YES

NO

EVENT DATES

EVENT TIMES

(a).....

.....

(b).....

.....

(c).....

.....

(d).....

.....

For Official Use
.....
.....
.....

FEE SCHEDULE

FACILITY FEE:

FACILITY	ROOM CAPACITY*	PRICE - \$TT / Day
WEEKDAYS (8:00 am – 5:00 pm)		
AUDITORIUM	200	10,000
MEETING ROOM 1	15-20	4,000
MEETING ROOM 2	10-15	3,000
OBSERVATION HUB ¹	15-20	5,000
PLUS, TT\$175 per hour (or any part thereof) applicable outside of the times specified for Weekdays		
WEEKENDS & PUBLIC HOLIDAYS (8:00 am – 5:00 pm)		
AUDITORIUM	200	12,250
MEETING ROOM 1	15-20	6,250
MEETING ROOM 2	10-15	5,250
OBSERVATION HUB ¹	15-20	7,250
PLUS, TT\$250 per hour (or any part thereof) applicable outside of the times specified for Weekends & Public Holidays		

* Room capacity based on theatre-style/class-room style seating arrangement.

Complimentary items and services available for use with the booking of the Conference Auditorium include:

- ✓ One (1) podium
- ✓ Two (2) microphones (hand-held and/or lapel)
- ✓ Two (2) projector screens
- ✓ Wireless internet

All Meeting Rooms and the Observation Hub, with the exception the Auditorium, are equipped with tables and chairs. Clients will be responsible for the rental of chairs for use in the Auditorium and will have the option of using varying lay-outs based on their preferences or functional requirements.

¹ Is inclusive of Meeting Room 2.

CAUTION FEE (Refundable):

A compulsory Caution Fee of **TT\$800.00** is applicable with a confirmed booking of the facility or any part thereof. This fee is refundable in whole following the completion of the event and where no damage to property, including walls, ceilings, furniture, fixtures and equipment, has occurred. 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 the additional amount stipulated for the repair or replacement of damaged property.

ADDITIONAL FEES:

These fees are applicable upon request of the following equipment and services:

EQUIPMENT	PRICE - \$TT (Per Day)
Multimedia Projector (Main System)	550
Multimedia Projector (Overhead)	450
Multimedia Projector (Portable)	350
Laptop	550
Slide Projector	100
DVD/VHS Player	150
CD Player	150
Wireless Microphone (Hand-held)	175
Wireless Microphone (Lapel)	275
Wireless Microphone (Ear piece)	395

SERVICES	PRICE - \$US (Per Hour)
Videoconferencing	150
Internet (Wireless)	Free

Prices quoted are in Trinidad and Tobago dollars (\$TT), unless otherwise specified.

February, 2015