



THE UNIVERSITY OF THE WEST INDIES GLOBAL CAMPUS

**CONSORTIUM FOR SOCIAL DEVELOPMENT AND RESEARCH
SOCIAL WORK TRAINING AND RESEARCH CENTRE**
12 Gibraltar Camp Way, UWI, Mona, Kingston 7, JAMAICA
Phone: (876) 861-3420; 927-2478 email:swtc@open.uwi.edu

RENTAL AGREEMENT FORM

Organization/Event Name: _____

Phone: _____ Address: _____

Contact Person: _____ Email: _____

[Rates](#)

<i>Date of Event</i>	<i>Start Time</i>	<i>End Time</i>	<i># of Persons</i>

CATERING

We do not provide catering; however, you are welcome to: -

1. bring in your own caterer or
2. make arrangements with the concessionaire on property 876-977-7321 or mariaeheadley@gmail.com; socialwelfarecanteen@gmail.com

FURNITURE/EQUIPMENT OPTIONS

The chairs and tables within the classroom space are included within the cost. Additional equipment such as microphones, projectors, flipchart stand and paper are also available upon request at an additional fee.

PARKING

Please note that there is limited parking available on premises Monday – Friday 8:30 am – 4:30 pm. Kindly advise if you will need extra parking (more than 4 spaces) so that arrangements can be made.

Please see listing of all rates below

MEETING ROOM REQUIREMENTS

	<i>Description</i>	<i>Cost</i>	<i>Yes</i>	<i>No</i>
Facilities				
Meeting room	Sybil Francis Seminar Room, SWI, SWII, Lounge	SFSR - \$45,000 per day SWI /SWII - \$20,000 per day Lounge - \$20,000 per day See Rate sheet for hourly and weekend prices		
Lawn	Lawn only Lawn with chairs only	\$40,000 \$60,000		
Add on				
Additional Furniture	Additional tables or chairs that are not currently in the space	6ft trestle table - \$1,550 Chair - \$465.00		
Basic Linen	Tablecloths	For 6ft trestle tables - \$1,300		
Equipment	Microphone system, projector, flipchart stand and paper, markers etc. - \$15,500 Combo	<i>Individual cost:</i> - Microphone system - \$10,000 Projector - \$3,500 Flipchart stand, paper, marker - \$2,000		
Plants	Potted plants	\$400.00 per plant		
Seating Style	Banquet Style Seating, Family Style Seating, Cabaret Style Seating, Auditorium / Theatre Style Seating, Classroom Style Seating, Conference / Boardroom Style Seating, U-shape / Horseshoe Style Seating, Hollow Square Style Seating			
Setup/Pull Down Fee	If extensive setup or pulling down of the space is required. <i>Notice must be given if setup is required a day before the event.</i>	\$5,000		
Administrative Fee	Photocopying (up to a 100 pages), technical assistance - setup and checking of equipment (<i>microphone and projector</i>) only	\$1,500 - \$3,000		
Full service event	This will include all of the above add-ons plus décor, registration sheet and or registration desk service (<i>floral arrangement/, tents etc. at a separate cost</i>)	\$45,000 <i>Request for full event service must be indicated by at least two (2) weeks in advance of the event.</i>		

Booking fee and Payments: There is a booking fee of **\$5,000.00** to be paid in cash to the main office. This payment acts as confirmation of rental of the space at the specified date and time, as well as a security deposit and is non-refundable. With full payment made at least two (2) days in advance of the event with evidence of the payment emailed to swtrc@open.uwi.edu.

A site visit is mandatory

Responsibility: The signer of the event agreement, must be 18 or older, is responsible for the orderly conduct of the group. In the event of any damage to SWTRC's property and or equipment, that individual or organization they represent will be liable.

Disclaimer: SWTRC is not responsible for loss or damage of equipment, supplies, material or any personal property owned by those sponsoring or attending meetings or events at SWTRC.

Printed Name: _____

Signature: _____

Date: _____

Payment options:

- Make online deposit from any financial institution to
National Commercial Bank, UWI Branch
Chequing Account Number: 402599723
CREDIT TO: UWI Open Campus (SWTRC)

- Payment by cheque or cash must be submitted to SWTRC's main office
Cheques should be made payable to
Open Campus – Social Welfare Training Centre