



THE UNIVERSITY OF THE WEST INDIES
GLOBAL CAMPUS
SAINT LUCIA
ROOM RESERVATION FORM

Phone: (758) 452-3865(6)/ E-mail: st.lucia@open.uwi.edu

SECTION A INFORMATION		
NAME & COMPANY		
Authorized Personnel:	Organization/Company Name & Address:	E-mail Address:
Office Phone Number: (____) ____ - ____ (____) ____ - ____	Mobile Phone Number: (____) ____ - ____ (____) ____ - ____	Fax Number: (____) ____ - ____ (____) ____ - ____
Invoice to be Addressed to:		
SECTION B REQUESTED ROOM (S)		
<u>Room</u>	<u>Maximum Capacity</u>	<u>Cost</u>
One <hr/>	70 (chairs only) 54 (desks & chairs) <hr/>	EC\$450.00/ day EC\$450.00/ day <hr/>
Two <hr/>	35 (desks & chairs) <hr/>	EC\$300.00/ day <hr/>
Three <hr/>	80 (chairs only) 45 (desks & chairs) <hr/>	EC\$600.00/ day EC\$400.00/ half day <hr/>
Videoconference (Room only) <hr/>	12 seatings <hr/>	EC\$400.00/ day <hr/>
Videoconference (with equipment) <hr/>		EC\$500.00/ day <hr/>
Computer Lab <hr/>	14 seatings <hr/>	EC\$750.00 <hr/>

SECTION C			EVENT INFORMATION		
Name of Event:	Requested Date (s)	Pre-access time			
	Start date:	_____ : _____			
	Date / Month / Year	Event Start Time			
Type of Event:	____ / ____ / ____	_____ : _____			
	End date:	Event End Time			
	Date / Month / Year	_____ : _____			
Number of People Attending:	____ / ____ / ____	Post-Access Time			
		_____ : _____			
SECTION D			PRESENTATION EQUIPMENT & SERVICES		
Please indicate the electronic equipment required		ECS			
-	Projector	80.00			
-	Laptop	100.00			
-	Mic/ PA System	80.00			
-	Flip Chart	30.00			

Note: Please indicate your preference for room setup (example; with lectern, horseshoe, groups, classroom)

Terms & Conditions

The purpose of this agreement is to set the terms and conditions under which the University of the West Indies Global Campus Saint Lucia may operate and provide room services under this contract.

RESERVATIONS: To reserve a room at the University of the West Indies Global Campus St Lucia, please call **(758) 452 -3865/6** or visit the Morne Fortune site.

FEES: All fees are to be settled in keeping with the guidelines outlined on the Invoice

NOTICE: Notice of cancellation must be given at least two (2) days before the date of the event.

CATERING: The client is responsible for catering services, supply of garbage bags, and disposal of food items.

DAMAGES: Any damage to the facilities, furniture, or equipment will be invoiced to the authorized personnel/company organizing the event.

INDEMNITY: The Client agrees to indemnify the University of the West Indies Global Campus St Lucia, their officers, agents, and employees for all liability, claim, loss, cost of obligations on account or arising out of injury, death, or damage to persons or to persons or to property from whatever cause where such injury, death or damage to persons or property is connected with the event.

TERMINATION: The University of the West Indies Global Campus St Lucia reserves the right to suspend or terminate the function in the event of non-compliance.

THIS AGREEMENT is made between the University of the West Indies Global Campus

St Lucia and _____ on behalf of

_____ and as an authorized agent of the above named organized agent of the above-named organization, agree to abide by the policies of the University of the West Indies Global Campus St Lucia regarding the use of facilities.

Date

Name

Signature & Stamp