



Codrington College  
BARBADOS, W.I.

## SPECIAL EVENT BOOKING FORM

**The Client must complete this document four (4) months 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 required item.

### Location of Event:

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

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

St Mark's Grounds \_\_\_\_\_

**Rental Spaces:**

Lawns	Details	Cost (\$)	
Lake Lawn	I - Front Lawn to the right	\$2 500.00	
College Lawn	N - Lawn by the Belfry to the back	\$3,500.00	
Lodge Lawn	O-Section close to the principal's residence	\$2,500.00	
Belfry Lawn	G - Lawn by the Belfry to the front	\$1000.00	
Flagpole Lawn	H-Lawn by the entrance	\$800.00	
Gift Shop Lawn	F- Front Lawn to the left by the gift shop	\$950.00	
Belfry	This space is located between the entrance and the Lodge Lawn	\$2000.00	
St. Mark's lawn & paved space	Located at St Mark's Church. This is for receptions only.	\$2,500.00	

See the photo and key in Appendix B.

**Bathroom and Parking Attendants and Public Electrical Supply must only be purchased for LAWN RENTALS.**

Services	Cost (\$)	Details	
Bathroom Attendant	\$200.00 (6 hours)		
Parking Attendant	\$100.00 (6 hours)		
Public Electrical Supply	\$180.00 (8 hours)	This is restricted to the College and Lodge Lawn	

**Additional Add-ons:**

Services	Cost (\$)	Details	
Catering	-	Menus are available upon request.	
DJ	\$900.00 (4 hours)	Sound System, Handheld Cordless Microphone	
Kitchen Rental			
Bathroom Attendant	\$200.00 (6 hours)		
Parking Attendant	\$100 (6 hours)		

Public Electrical Supply	\$180.00 (8 hours)	This is restricted to the College and Lodge Lawn	
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Rental Items	Cost per Item (\$)	Details	
20 X 40 Tent	\$950.00		
20 X 20 Tent	\$800.00		
10 x 10 Tent	\$200.00		
White folding Chairs	\$7.00		
10 seater Round Tables	\$50.00		
6ft Trestle tables	\$50.00		
8ft Trestle tables	\$60.00		
Cocktail tables	\$50.00		

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

- Public Liability Insurance
- Parking Personnel
- Generators
- Signage
- Photography
- Additional Tents
- Lighting for car park
- Special Effects
- Portable Toilets
- Health Certificate
- Lighting
- Decorations
- Liquor License
- Video Recording
- Musicians (DJ, Band, etc.)
- Tables (Outdoors)
- Security

**N.B.** Codrington Estates Development Company Limited will not be responsible for procuring the above items and documents!

**Responsibility of the Client:**

1. This Event Booking form should be submitted at least four (4) months/ 120 days before the event date.
2. The Client or Representative for the Client (s) agrees to pay a non-refundable 25% fee. This payment serves to hold the venue for the specified date of the event and is payable at the time of signature of the booking form. The remaining agreed-upon will be before the event date event agreed-upon. The agreed-upon date of payment will be the

following: \_\_\_\_\_.

3. Payments may be made via (cash delivery, certified check, or direct bank deposit).
4. Before the event, the client must acquire Public Liability Insurance of \$252.50 and provide a copy of the certificate of insurance 30 days before the event.
5. If the Client (s) is forced to change the event date, Codrington Estates will try to transfer the booking to support the new date. The Client(s) agrees that in the event of a date change, any expenses, including but not limited to deposits and fees that are non-refundable and non-transferable, are the sole responsibility of the Client(s). The Client understands that last-minute changes can impact the quality of the event and that Codrington Estates is not responsible for these compromises in quality. All event cancellations must be made in writing (e-mail correspondence is acceptable) to the Business Development Manager.
6. The Client must be available to meet with the Codrington Estates Development Company team to discuss this (via telephone, face-to-face, or videoconferencing).
7. Set-up times for events are between 9:00 am and 5:00 pm, Sundays through Saturdays.
8. This venue uses live, video and still photography to assist with promoting the venue. The client(s) agrees that permission to use video and still photos without images of guests for promotional purposes **ONLY** by Codrington Estates will not be unreasonably withheld. NO nude photography is permitted anywhere at Codrington College
9. All events must end by 9:00 pm to comply with sound ordinances and to allow for cleanup and closure of the site by midnight.
10. All temporary structures for the event should be dismantled and removed within three hours of the event ending. If the event ends after 6:30 p.m. and by 9:00 p.m., the structures should be dismantled and removed by noon the next day, with arrival at the premises after 9:00 a.m.

The Client will incur a \$300.00 late fee penalty if the structures are not removed. CEDECL is not responsible for the safety of the equipment.

11. In the Belfry, clients must not hang decorations with tape, wire, nails, or screws. All decorations must be removed without leaving damages directly following the last guest's departure unless special

arrangements have been made between the Client(s) and Codrington Estates. Any decorations on fixed structures at the college provided by Codrington Estates must be approved and removed by midnight on the event night.

12. . The Bar closes 30 minutes before the music has ended, and all alcoholic beverages will be removed and placed in a secure location for removal from the premises. Alcohol may not be served to minors. Illegal substances are not allowed on the premises at any time. Drunken/Violent disturbances are prohibited and subject to immediate removal from the premises and possible event termination without refund.
13. To pay a service charge of \$60.00 for any cheques returned from the bank.
14. The Client is responsible for removing their garbage to a disposal facility rather than on the property.
15. Noise levels must not be intrusive to impact the immediate environment negatively.
16. All vehicles associated in any way with the event must be parked within the parking area. No vehicles shall be parked on any other surface unless granted permission by Codrington Estates Development Company
17. To pay for any damages or expenses incurred at Codrington College due to willful or negligent acts of the Client, Client's staff and volunteers, or their guests or paying patronage to their event.
18. Inappropriate behaviour, as deemed by the premises' management, may result in your event being stopped or cancelled. Management also reserves the right to refuse service to anyone.
19. All children under 12 MUST always be supervised!
20. The Client must ensure that their party observes the No Smoking Policy of CEDCL.
21. The Client agrees to all established rules and policies of the Codrington Estates.
22. The Client(s) agree that accommodations or guest rooms provided by The Codrington Estates for the event will require a separate contract.

**Payment:**

- Payment can be made via Cash or Manager's Cheque.
  - ***Cheques are written to Codrington Estates Development Company Ltd.***
  - Office hours: Monday to Friday from 10:00 AM to 3:00 PM.
- Wire Transfer. See banking details below:
  - Bank Name: CIBC First Caribbean 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.

By signing this document, I acknowledge that I have carefully read and understood and abide by the Client's Responsibilities.

Print Name:

Signature:

Date:

**CEDCL Contact Details:**

Michael Whyte (Business Development Manager)

Codrington Estates Development Company Limited (CEDCL)

Codrington College, St. John, BB 20007

Barbados, WI

Tel: (246) 231-8225 / (246)231-8219

Email: [cedcl@cedclbarbados.com](mailto:cedcl@cedclbarbados.com)

**Appendix B**

## Codrington College Rental Spaces

- F. Gift Shop Lawn
- G. Belfry Front Lawn
- H. Flag Pole Lawn
- I. Lake Lawn
- N. College Lawn
- O. Lodge Lawn

