

EASTERN CARIBBEAN CENTRAL BANK
APPLICATION FOR USE OF SIR CECIL JACOBS AUDITORIUM



Section I - Applicant

Name of Applicant _____

Name of Organisation _____

Postal Address _____

Email Address _____

Contact Nos _____

Section II – Event

1. Event Type/Title _____

2. Date of Event _____

3. Duration for which access to auditorium is required to prepare for and host event.

Start Time _____ End Time _____

4. Start Time of Event _____ End Time of Event _____

5. No. of seats required (495 available – 395 downstairs, 100 upstairs) _____

6. Which of the following officials will attend the event?

Governor General Ministers of Government Other Officials

7. What type of banner will be displayed?

Electronic (*from your laptop*) Free standing Hanging (*from ceiling*) No banner

8. Will event be video-recorded? Yes No

If Yes, Please indicate name of videographer _____

Section III – Rehearsals

1. Rehearsals

Date _____ Start time _____ End time _____

Date _____ Start time _____ End time _____

Date _____ Start time _____ End time _____

Section IV – Required Seating Arrangements

Type of Seating Arrangement Required

Theater Style

Double Horse

Single Horseshoe

Section V – Required Equipment and Services

Kindly indicate all equipment and services required for your event on the Equipment/Service Requirement Form and submit along with this Application Form.

In consideration of usage of the Sir Cecil Jacobs Auditorium, I the undersigned, representing **Name of Organisation** _____ acknowledge that I have read and understand the Terms and Procedures of Reservation and Use of the Sir Cecil Jacobs Auditorium, and hereby agree to be bound by the conditions set forth therein.

Signature

Name (*Block Letters*)

Date

Section V (ECCB Use Only)

Application Approved: Yes No Date Approved _____

Date for Meeting with Applicant: _____

Due Date for Security Deposit: _____ Date Paid: _____

Total Fees Due: _____ Due Date for Fees: _____ Date Fees Paid: _____

Signature _____ Date _____

For Senior Director, Corporate Relations Department