



*Sir Cecil Jacobs Auditorium*



*Eastern Caribbean Central Bank*

*Terms And Conditions*

*For Hire*



**EASTERN CARIBBEAN CENTRAL BANK**  
**SIR CECIL JACOBS AUDITORIUM TERMS AND CONDITIONS FOR HIRE**

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**EASTERN CARIBBEAN CENTRAL BANK**  
**AUDITORIUM TERMS AND CONDITIONS FOR HIRE**

**PART I**  
**GENERAL TERMS AND CONDITIONS**

**1. Types of functions**

- 1.1 The Auditorium is available for use by ECCB Member Governments, Statutory Bodies, National, Regional, International and other Institutions or persons approved by the Bank.
- 1.2 The following functions will be accommodated in the Auditorium:-
- i. Seminars/Conferences/Workshops
  - ii. Meetings
  - iii. Recitals/Concerts/Plays/Musical Performances
- 1.3 The Bank shall determine whether any of the functions listed under 1.2 above can be accommodated in the Auditorium in any specific instance.

**2. Reservations For Use**

- 2.1 Use of the Auditorium will be on a reservation basis and will be taken on a *'first come, first served'* basis.
- 2.2 Requests for and all matters relating to the use of the auditorium must be made in writing to the Bank for the attention of the Auditorium Manager to be received at least three (3) months prior to use. Alternatively, you may access the relevant information online ie, the Terms and Conditions for Hire and the Schedule of Fees, and complete the application form on our website at [www.eccb-centralbank.org](http://www.eccb-centralbank.org).
- 2.3 Upon receipt of the request the Bank will forward to the party making the inquiry, any relevant information for use of the Auditorium including an application form.
- 2.4 Completed application forms must be returned to the Bank within seven days of receipt of the forms.
- 2.5 The Bank will respond to the applicant within seven days of receipt of the completed application form.
- 2.6 Where the Bank approves the use of the Auditorium by an applicant, the applicant will be provided with a Hire Agreement for signature.

2.7 The duly signed Hire Agreement shall be returned to the Bank at least four (4) weeks prior to the proposed date of use of the auditorium.

### **3. Fees**

3.1 A minimum fee is payable by the Hirer for use of the Auditorium and its utilities. A separate fee is payable for use of the servery and other equipment if required.

3.2 A down payment of half of the fees is payable to the Bank for confirmation of the reservation at least six (6) weeks prior to the use of the auditorium.

3.3 The full fees shall be paid to the Bank at the time condition 2.7 is met, that is, at least four (4) weeks prior to the use of the auditorium in order to have the reservation confirmed.

3.4 The Bank reserves the right to cancel any reservation. To minimise inconvenience, every effort will be made to notify the Hirer as soon as possible. In such a case the cautionary deposit and other fees paid by the Hirer shall be refunded.

3.5 Should the hirer cancel the reservation within 14 calendar days of the date of its performance, the Hirer shall forfeit the fees already paid.

3.6 The fees payable for use of the Auditorium and its facilities are listed in Appendix 1 and is subject to change.

### **4. Cautionary Deposit**

4.1 In addition to the minimum fee and other fees (“the fees”) for services supplied by the Bank at the request of the Hirer, the Hirer shall deposit with the Bank an amount as a cautionary fee to defray among other things the cost of repairing any damage to the Auditorium.

4.2 The cautionary deposit shall be payable to the Bank by certified cheque forty-eight (48) hours prior to the use of the Auditorium. Provided that no damage is incurred and subject to the Fees provisions herein, the cautionary deposit shall be refunded in full within five (5) working days after the event. Notwithstanding the cautionary deposit, the cost of any damages incurred, as a result of the use of the Auditorium by the Hirer, must be met fully by the Hirer.

4.3 The Hirer shall send a representative at 10:00 a.m. on the first day of hire to verify with the Bank the condition of the Auditorium and on the day after its final production to verify with the Bank the damage, if any, to the Auditorium. Should the Hirer fail to send a representative as aforesaid, then the Hirer agrees to accept the Bank’s claim, if any, concerning the Hirer’s liability in respect of any damage to the Auditorium.

**5. Cleaning**

5.1 It shall be the responsibility of the Hirer to ensure that the Auditorium and its facilities are left clean and sanitary after use. This includes the Servery, Offices and Lobby. Failure to do so will attract a fine and/or loss of the cautionary deposit.

**6. Security**

6.1 The Bank shall provide security for the Auditorium only, and is not responsible for safeguarding box office receipts or the personal property of the Hirer, its servants, agents or independent contractors. The Hirer may contract security services acceptable to the Bank to safeguard such receipts or property.

6.2 The Hirer and all other users of the Auditorium shall abide by the Security Guidelines set by the Bank.

**7. Firearms**

Firearms, or items resembling firearms, or items that produce sounds associated with the discharge of ammunition are not permitted on the Bank's compound. The Bank reserves the right to use any type of security equipment or procedure deemed necessary to ensure compliance with security standards at its facilities.

**8. Advertising**

8.1 The Auditorium shall be advertised as:

Sir Cecil Jacobs Auditorium  
Eastern Caribbean Central Bank Headquarters  
Bird Rock  
Basseterre  
St Kitts

8.2 No advertisement should be made prior to or without confirmation or approval of the use of the Auditorium.

8.3 The content of advertisements must be made available to the Bank for approval at least twenty-four (24) hours prior to broadcast or publication of such advertisement.

8.4 No function shall be advertised as being under the auspices of the Bank.

8.5 The Bank reserves the right to cancel any reservation if the Hirer fails to comply with conditions 8.2, 8.3 and 8.4.

## **9. Special Equipment and Services**

- 9.1 Should the Hirer require the use of special equipment e.g. video, computer, these should be requested of the Bank at the time of confirmation of the reservation.
- 9.2 Personnel designated by the Bank shall operate all Bank equipment.
- 9.3 The Bank reserves the right to have its technical staff present at all events held in the Auditorium.
- 9.4 The Bank's technical staff must approve any specialist equipment being used by the Hirer, forty-eight (48) hours prior to its use.

## **10. Televising, Filming and Recording**

- 10.1 There shall be no televising, broadcasting, visual and/or sound recording, video taping or other mechanical or electronic reproduction in whole or in part, of any meeting, event or production, including rehearsals at the Auditorium without prior approval of the Bank.

The Auditorium Manager must be informed in writing at the time of application whether these facilities will be required from the Bank or be supplied by the Hirer.

- 10.2 Notwithstanding the above, a reproduction may be made of a production, meeting or an event, subject to the conditions stated hereunder, for the following purposes:
  - (a) a television or a radio newscast review;
  - (b) creating a feature story contained within a television or radio programme;
  - (c) reproduction for archival purposes of the Bank.
- 10.3 All equipment associated with a live broadcast must be specified in writing at the time the application is made for examination by the Bank's technical staff, at least 24 hours in advance of the event, to determine compatibility with the Bank's systems.
- 10.4 No televising, photographing and videotaping will be permitted outside the Auditorium.
- 10.5 For security purposes, the names of those persons who would be involved in any filming, televising or recording of any function must be supplied to the Auditorium Manager forty-eight (48) hours prior to the event.
- 10.6 The Bank reserves the right to record for archival purposes any production, meeting, event, rehearsal or performance.

## **11. Food, Drink and Prohibited Drugs**

- 11.1 Food and drink will **not** be allowed inside the Auditorium but will be accommodated in the Lobby and the patio spaces immediately outside the Auditorium. *Use of chewing gum inside the Auditorium is strictly forbidden.*
- 11.2 Smoking is not permitted inside the Auditorium and on the Bank's premises.
- 11.3 Persons permitted on the Bank's premises are reminded that regulations prohibit the possession of prohibited drugs.

## **12. Auditorium Equipment**

- 12.1 The Hirer's equipment must not be placed in such a position so as to obstruct fire or safety equipment.
- 12.2 No adjustments must be made to the Auditorium facilities without the consent of the Bank.
- 12.3 Unless authorised, items should not be hung from either the stage light or curtain supports. The Bank will determine the weight of any object to be hung to these supports.
- 12.4 Nothing must be nailed, taped, glued, drilled, pinned or attached to walls without the permission of the Bank.
- 12.5 Only fireproof items will be allowed in the Auditorium. No open flame will be permitted in the Auditorium; lanterns and candles should not be used. Battery operated lighting devices can be used. No open flame will be permitted on the Bank's premises.
- 12.6 Unusual electric connections or any unusual staging effects, such as pyrotechnics, water and water effects are not permitted in the Auditorium.

## **13. Central Bank Information**

The Hirer shall give to the Bank two (2) copies of the Programme and/or Souvenir Programme.

## **14. Transporting of Personnel and Equipment to the Bank's Premises**

- 14.1 Vehicles used for transporting crew and or performers should be parked in the spaces provided. "No Parking" and other marked spaces, defined by the Bank should not be used. Traffic signs and directions should be adhered to.

14.2 Equipment and supplies for an event must be transported to the Bank during normal working hours. All items are subject to inspection at the main entrance by the Bank's Security personnel.

14.3 If identification cards are issued by the Bank's Security Personnel they must be worn at all times whilst persons are on the Bank's premises.

## **15. General Obligations of the Hirer**

All persons using the Auditorium facilities are expected to respect the physical property and abide by the Rules and Regulations of the Bank.

## **16. Observance of Conditions of Hire**

The Bank reserves the right to cancel any performance or event for non-observance of the terms and conditions of hire. In such a case the deposit and fees paid by the customer may be forfeited.

## **17. Sound Tape/C.D./D.A.T.**

Should the Hirer's production require the use of a sound tape, such sound tape shall be supplied to the Bank in a sequenced reel-to-reel or digital audio format on or before the day of load in. The sound tape shall be returned to the Hirer at load out. The appropriate Authorities must authorise all music used on the sound tape in writing for mechanical reproduction. A copy of such correspondence shall be presented to the Bank with the sound tape. All music used in the production shall be listed in the Programme with appropriate credit(s).

## **18. Supply of Security Clearance List**

For security purposes, the Hirer shall supply the Bank with a complete listing of all members of the Cast, Crew and Production Team five (5) working days prior to load in. All members on the security list must register with the Auditorium's security officer before proceeding to the dressing rooms.

## **19. House Management**

19.1 The Hirer shall provide the services of a House Manager and Ushers. The House Manager's duties shall include the following:

(a) Supervise the front-of-house personnel:

- (i) Ticket takers
- (ii) Ushers

- (b) Coordinate the opening of the performance or event and starting times with the Stage Manager.
- (c) Coordinate with the Auditorium Manager on the following:
  - (i) Cleanliness and sanitary conditions of the Auditorium;
  - (ii) Public rest room;
  - (iii) Security guards;
  - (iv) Safety and fire instructions; and
  - (v) Special customer services (wheelchair access, infra-red listening system).

## **PART II PERFORMANCE**

### **20. Cast**

- 20.1 The Cast of Actor(s)/Performer(s) shall comprise of no more than 75 persons.
- 20.2 Performers are not permitted access to any other sections of the Bank's facilities other than the Auditorium.
- 20.3 Guests must not be admitted backstage without prior arrangement with the Stage Manager.
- 20.4 Exiting backstage may result in lock out, as the doors are opened from the inside only.
- 20.5 Children must be under adult supervision at all times.
- 20.6 The Hirer must clear the stage of equipment immediately after the final performance. Any exception must be approved in advance by the Auditorium Manager.

### **21. Rehearsals**

- 21.1 All rehearsals referred to herein shall be conducted during the hours of 4:00 p.m. and 10:00 p.m. The Bank's crew shall be available for a maximum of six (6) hours during the period 4:00 p.m. until 10:00 p.m.
- 21.2 Should the Hirer and/or Stage Manager call a rehearsal or rehearsals not scheduled in the contractual agreement with the Bank, the prescribed fee shall be incurred for the additional rehearsal.
- 21.3 The use of the Auditorium facilities for rehearsals for the performance must be booked in advance, and will be determined by availability.
- 21.4 During a rehearsal:

- (a) The Hirer shall give the Bank twenty-four (24) hours notice before the filming or taping.
- (b) If the time of filming or taping is changed, the Hirer shall notify the Bank of such change and of the rescheduled time.

## **22. Use of Dressing Rooms**

The Hirer is responsible for supervising the proper use of dressing rooms at, before, during and after rehearsals and performances. The Hirer is responsible for the property of its performers and crew during the period of rental use.

## **23. Load In**

- 23.1 The load in shall take place on the first day of rental of the Auditorium. Request for temporary parking of vehicles in the parking lot of the Bank for delivery or collection of items for the production must be made in writing to the Auditorium Manager.
- 23.2 No construction of the set or sets or any part thereof shall take place on the stage floor; however, the Hirer may assemble such set or sets thereon under the supervision of the Bank's personnel.
- 23.3 The Hirer is responsible for ensuring that shoes used by its performers do not damage the stage.
- 23.4 The Hirer must ensure that all actors/performers' shoes are in good repair, properly cobbled with heel tips and rubber soles. The Bank shall assess any damage sustained to the stage floor and the cost of replacement/repair deducted from the Cautionary Deposit.

## **24. Load Out**

All equipment, scenery, costumes and make-up ("the items") not owned by the Bank must be removed forthwith on the final day of hire of the Auditorium. A fee of a prescribed sum per day shall be incurred until the items are removed. In addition, without prejudice to the Bank's right of action for the recovery of any fee incurred by the Hirer for non observance of this paragraph, the items shall become the property of the Bank if not removed within 30 days of the above-mentioned final day.

## **25. Opening of the House**

The house shall open promptly at thirty (30) minutes before the advertised performance time to admit patrons to the Auditorium. All readiness of the stage shall take place prior to the thirty-minute period referred to above.

**26. Stage Managerial Staff**

**a. Stage Managers**

There shall be one (1) Stage Manager of the Hirer who shall be responsible primarily for stage managerial functions. The Stage Manager shall be required to start/introduce the show.

**b. Assistant Stage Managers**

There may be at least one (1) Assistant Stage Manager of the Hirer.

**c. Working Conditions for the Stage Manager and Assistant Stage Managers**

(i) Members of the Stage Managerial staff are required to be present at all rehearsals or performance(s).

(ii) A Stage Manager or Assistant Stage Manager must be present on the deck or in communication from the booth with all backstage areas during all performances, run throughs, technical rehearsals, and dress rehearsals. Under no circumstances shall anyone other than the Stage Manager or Assistant Stage Manager be on book calling the cues of a production or event.

**PART III  
MISCELLANEOUS**

**27. Reserved Seats for the Bank**

Four (4) seats shall be reserved for the Bank at each performance or event.

**28. Sound Reinforcement Levels**

Subject to rule 30.2, sound reinforcement levels shall not exceed 0 decibels (0 db) or 100 watts in the auditorium.

**29. Reproduction for archival purposes**

Notwithstanding the Hirer, the Bank reserves the right to reproduce for archival purposes any rehearsal, event or performance. In this respect, the Hirer shall:

(a) inform all Actors/Performers of the purpose of the reproduction;

- (b) make a reproduction during regularly scheduled rehearsal or performance hours;
- (c) require the Stage Manager to be present at all reproduction sessions;
- (d) give all Actors/Performers twenty-four (24) hours prior notice of each performance or rehearsal to be reproduced;
- (e) not use additional or altered lighting.

#### **PART IV AUDITORIUM AND AUDITORIUM FACILITIES**

### **30. Engineering Requirements and Technical Specifications**

- 31.1 Should the Hirer require the services of the Bank's Lighting and Sound Technicians, the following must be supplied to the Bank: cue sheets, focus charts, and hook-up charts, light plot, magic sheets, shop order and track sheets. Blue prints are available from the Bank upon request.
- 30.2 Sound levels must not exceed the decibels and wattage levels determined by Bank's technical staff.
- 30.3 Remote communication including radio or microphones for sound pickup by a receiver outside the Bank, long range telephones, walkie-talkies or pagers will not be permitted in the Auditorium. If filming or taping is approved (see section 8 of the Rules and Regulations of the Auditorium) the following guidelines must be adhered to:
  - (a) the Bank should be given 24 hours prior notice;
  - (b) no additional or altered lighting may be used; and
  - (c) the Stage Manager and the Bank's technical staff must be present.
- 30.4 Seating arrangement requirements should be communicated to the Auditorium Manager when the facility is being booked.
- 30.5 Air-conditioning is supplied by means of a computerised building management system. In order to provide comfort cooling the Auditorium Manager should be provided with the number of persons expected to attend the event, the power consumption of all equipment, and special effects specifications.
- 30.6 A single-phase three wire, 110 volts live to neutral electrical distribution is provided to the Auditorium for normal use. The maximum power available at the Auditorium is 100 amps.

- 30.7 The Auditorium power supply is supported using a 400 KVA automatic stand-by-electrical generator.
- 30.8 Dimensions of Auditorium
- |                  |                             |
|------------------|-----------------------------|
| Stage            | 38' wide and 26' deep       |
| Stage to wall    | 66'                         |
| Stage to balcony | 51' 6"                      |
| Balcony          | 51' 6" wide and 30' 3" deep |
- 30.9 The Auditorium has two levels, accommodating 110 seats in the balcony and 400 seats on the lower level. Stairs to the east and west provide access to the balcony.

### *Lighting Systems*

- 30.10 A Lite-Puter DMX 12 channels modular power pack is located at the back of the stage for the Lite-Puter CX-3 DMX programmable dimming console.
- 30.11 The Lite-Puter DMX programmable dimming console is located in the control room.
- 30.12 The DMX console controls 30 light fixtures; 6 fixtures are positioned towards the front of the stage and 18 are positioned over-head. The control room has a control for dimming spot lamps on the lower level of the auditorium.

### *Audio System*

- 30.13 The following components are integrated to the audio rack in the control room:

Com-Tech Amplifier with features including, soft start, remote start, energy conservation, wide band, load current monitoring and quad mute for high frequency over loads.

- (a) Race DA 216 Distribution Amplifier.
- (b) Race SM 26B Splitter Mixer.
- (c) Two TOA 1000 series Graphic equalisers with 28 filters on ISO, 1/3 octave center frequencies from 31.5 Hz to 16 kHz, LED peak indicator to detect clipping at input and output levels and automatic EQ bypass circuitry.
- (d) TOA 900 series II Mixer Power Amplifier with features incorporating an 8-channel mixer, power amplifier, wide frequency response, output regulation and self-circuit protection.
- (e) Telex SPS 2000 Audio Intercom system used for control room to backstage communications. Two Telex SS-2P speaker stations are located backstage for communication with the control room.
- (f) Pioneer six multi Compact Disc Player.

- (g) Sony Cassette Deck with pitch control.
- (h) Mackie S44 channels mixer board.
- (i) Rose Panary Sound with two SM-115 Audio stage monitors, two LF-118 low frequency loud speakers and six Bose 2A WCB-5-U bracket speakers.

***Accessories include:-***

- (a) Seven (7) - 5M58 Shure microphones.
- (b) Two (2) - Cordless Shure microphones.
- (c) One (1) - Pin on Shure microphone.
- (d) Ten (10) - Shure microphone stands.

30.14 The main curtain is operated remotely from the control room. Other curtains are operated manually.

30.15 A syndicate room is provided north of the Auditorium Lobby.

30.16 Wash rooms are located near the entrance to the Auditorium; Two additional washrooms are located backstage in the dressing rooms.

30.17 Two dressing rooms equipped with first aid kits are located back stage.

30.18 A Green Room is located backstage at the lower level.

30.19 Parking space to accommodate 120 vehicles is available west of the Auditorium.

30.20 Pay phones are located in the entrance lobby of the Auditorium.

**APPENDIX 1  
FEES**

1. Minimum Fee - EC\$500.00 for any event
2. Cautionary Deposit - EC\$1,500.00
3. User Fees

	<b>Days</b>			
	Monday to Friday		Saturday to Sunday	
	<i>Day Rate</i>	<i>Night Rate*</i>	<i>Day Rate</i>	<i>Night Rate*</i>
Performance <b>(Non-profit)</b>	\$200	\$250	\$250	\$300
Performance <b>(Profit)</b>	\$250	\$300	\$300	\$350
Dress Rehearsal <b>(Non-profit)</b>	\$100	\$150	\$100	\$150
Dress Rehearsal <b>(Profit)</b>	\$150	\$175	\$150	\$175
<i>Rates quoted are per hour in Eastern Caribbean Currency</i>				
<i>*Night Rate effective 6:00 pm to 6:00 am</i>				

Additional Charges

- (a) *Setup and overhead charges*  
EC\$150-\$500 depending on spatial arrangements.
- (b) *Maintenance Fees*  
A minimum fee of EC\$150 will be charged if cleanup, following an event, is arranged by the Auditorium Management.
- (c) *Stage Equipment Fees*  
Additional props and stage equipment required for production may be made available on request for a fee.
- (d) *Syndicate Room*  
Use of the Syndicate Room will attract an additional charge of EC\$40 per day.