



**EASTERN CARIBBEAN CENTRAL BANK**  
**SIR CECIL JACOBS AUDITORIUM**  
**PRINCIPAL CONDITIONS OF USE**

**CLIENT A**

**Payment of Fees**

1. The total amount for fees for use of the Sir Cecil Jacobs Auditorium to host **Client A's Event** on 30 April 2020 with rehearsals on 28 and 29 April 2020 is **\$8,210.00**. A breakdown is provided below:

2.

Client's Costs		
Date and Time	Description	Total EC(\$)
<b>REHEARSALS:</b>	<b>Weekday Rate</b>	
Tuesday 28 <sup>th</sup> April 2020 – 9:00 a.m. – 4:00 p.m. (7.0 hrs)	User Fee: 2 days x \$405.00 Hourly Fee: 10.0 hours x \$255.00	810.00 2,550.00
Wednesday 29 <sup>th</sup> April 2020 – 9:00 a.m. – 12:00 noon (3 hrs)		
<b>EVENTS:</b>	<b>Weekday Rate</b>	
Thursday 30 <sup>th</sup> April 2020 – 9:00 a.m. – 4:00 p.m. (7.0 hrs)	User Fee: 2 days x \$430.00 Hourly Fee: 14.0 hours x \$285.00	860.00 3,990.00
Friday 1 <sup>st</sup> May 2020 – 9:00 a.m. – 4:00 p.m. (7.0 hrs)		
<b>Total Cost</b>		<b>\$8,210.00</b>

**Right of Entry**

3. Entry to the premises of the Eastern Caribbean Central Bank (ECCB) and the Sir Cecil Jacobs Auditorium, hereinafter referred to as “the Auditorium”, will not be permitted unless the fee has been paid as specified in item 1.
4. Access is not permitted to any part of the premises other than the Auditorium, its offices and restroom facilities.

5. The ECCB reserves the right of entry to the Auditorium at all times.

## Use of Facility

6. The only permitted use of the Auditorium is the purpose as stated on the application form for use of the facility/Auditorium.
7. The maximum number of attendees permitted in the Auditorium for any function is five hundred (500).
8. Filming, photographing, video or sound recording are NOT to be undertaken at the Auditorium except prior approval has been granted.
9. Filming, photographing or video recording are NOT permitted outside the Auditorium.
10. Absolutely NO food or drink of any kind is permitted inside the Auditorium.
11. No large items of scenery or props may be brought onto the premises and/or into the Auditorium without the written permission of the ECCB and in the event that such permission is given, **CLIENT A** will be responsible for any damages to the premises and/or the Auditorium caused by the transportation or installation of the said large items.
12. All gangways, passages and staircases must be kept entirely free from any temporary or permanent obstruction.
13. No poster, direction, sign or other material may be affixed in or about the Auditorium or elsewhere on the premises.
14. The Auditorium and premises are to be left clean and tidy at the end of each day of the hiring period. If **CLIENT A** does not comply with this condition, it will reimburse the ECCB for any additional expense incurred for cleaning or repairs as a result of the use or misuse of the Auditorium or the premises.

**Indemnity**

- 15. No liability will be attached to the ECCB in respect of any loss or damage for any item or material brought onto the premises by **CLIENT A** or by persons coming onto the premises at the request of your organisation.
- 16. **CLIENT A** will be responsible for all loss of or damage to property at the premises or brought onto the premises, and for any injury to persons (inclusive of patrons of the event), and items/material caused by or in consequence of any act or omission on the part of the organisation, its agents or servants and is to keep the ECCB indemnified in respect of any such loss, damage or injury.
- 17. If any damage is done to the Auditorium and/or the premises and/or their fittings and effects, **CLIENT A** shall be responsible for the cost of repairing the said damage.
- 18. If the ECCB finds that **CLIENT A** request for use of the Auditorium is or is likely to be of an objectionable or undesirable nature or not in accordance with the purpose stated or that your organisation is otherwise in breach of any condition of this agreement, the ECCB may cancel this agreement immediately.

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**EASTERN CARIBBEAN CENTRAL BANK** .....  
**Date**

.....  
**Signed on Behalf of** .....  
**CLIENT A** **Date**