



**Office of Administration
Operations Unit – Events Management**

THE UWI REGIONAL HEADQUARTERS FREQUENTLY ASKED QUESTIONS (FAQS)

Where is The UWI Regional Headquarters (The UWI RHQ) located?

- 2 Hermitage Road, Mona, Kingston 7, Jamaica

How do I book a space at The UWI RHQ?

- For your convenience, we offer different avenues through which you can book. We are highly responsive through all the channels below:

Email: rhqevents@uwi.edu

Call: (876) 927-2425 or (876) 970-0967 Ext: 8958 or 8977

WhatsApp: (876) 455-9346

Website: <https://www.uwi.edu/facilities/>

Can I host an event at The UWI RHQ on the weekend?

- Certainly! However, a weekend charge is applied.

Can I host an exhibition at The UWI RHQ?

- Absolutely! We have experience in hosting exhibitions for our clients and we are happy to assist.

Can I host an event on The UWI RHQ Lawns?

- Yes. The Lawns are our newest addition to our spaces offered - perfect to host picnics, birthdays, and photo-shoots.

How many event spaces do you have for rental at The UWI RHQ?

- We currently have eight spaces for rental at The UWI RHQ. They are as follows:
 - The Eon Nigel Harris Council Room
 - Dr. Aleem Mohammed Meeting Room
 - Ramson Meeting Room
 - Winston Bayley Seminar Room
 - Neal & Massy Lounge
 - The UWI RHQ Dining Hall
 - The UWI RHQ Grand Lobby
 - The UWI RHQ Lawns

Take a Virtual Tour of our Meeting & Event Facilities: <https://www.youtube.com/watch?v=fgFyYYUyylA>

What type of events can be hosted at The UWI RHQ?

- Our spaces perfectly meet the needs of our clientele, be it a small gathering or a large business event. Some events frequently hosted at The UWI RHQ include:
 - Conferences and Breakout Sessions
 - Banquets
 - High-Level/International Meetings
 - Product Launches
 - Public Fora
 - Expos, Trade Shows
 - Exhibitions
 - Training Sessions, Workshops, Seminars
 - Retreats
 - Luncheons, Dinners, Receptions
 - Awards and other Ceremonies

If you have another type of event in mind, please contact us to have a discussion. Our team is happy to assist you!

Can I bring my own branding/banners for my event?

- Yes. Pull banners, grommet banners and lit signage are welcome to be used inside the building where the event will be held. Feather banners are strictly prohibited.

Do you offer catering packages?

- No. However, we have a list of caterers who are familiar with our Facilities, which we share with our clients. Clients are however not restricted to the list. Please note that all meals should be prepared off-site.

Are there multimedia packages available?

- Yes, we offer multimedia packages:

Multimedia Package: Standard (J\$ 25,000.00)

PA system - 2 speaker boxes, 1 (4ch) mixer, 2 mics & projector, projector screen

Multimedia Package: Council (J\$ 35,000.00)

PA system - 4 speaker boxes, 1 (16ch) mixer, 3 mics & projector, projector screen, 45" plasma screens (mounted)

Can I take a tour of the facilities/rooms?

- Absolutely. Site visits are conducted on Mondays. You can contact us to arrange a date and time for site visit. Alternatively - Take a Virtual Tour of our Meeting & Event Facilities:

<https://www.youtube.com/watch?v=fgFyYYUyylA>

What is the cost of renting a room?

- The cost for the space varies based on the type of room/area you are booking.

SPACE	DAILY RATE (JMD)	HOURLY RATE (JMD) 4 Hrs. Min.
EON NIGEL HARRIS COUNCIL ROOM (1 SECTION)	94,800.00	14,220.00
EON NIGEL HARRIS COUNCIL ROOM (2 SECTIONS)	189,600.00	28,440.00
EON NIGEL HARRIS COUNCIL ROOM (3 SECTIONS)	284,400.00	39,500.00
DR. ALEEM MOHAMMED MEETING ROOM	94,800.00	11,850.00
RAMSON MEETING ROOM	94,800.00	11,850.00
WINSTON BAYLEY SEMINAR ROOM	45,820.00	9,480.00
WINSTON BAYLEY SEMINAR ROOM - SEMINAR ROOM WEST	45,820.00	9,480.00
WINSTON BAYLEY SEMINAR ROOM (2 SECTIONS)	91,640.00	18,960.00
NEAL & MASSY LOUNGE	71,100.00	15,010.00
DINING HALL*	205,400.00	27,650.00
GRAND LOBBY*	205,400.00	27,650.00
RHQ LAWNS*	55,300.00	11,850.00

* Available for event bookings after 5:00pm on weekdays.

NB: Rates above do not include add-ons e.g., chairs, tables, AV equipment etc.

What is the largest number of persons you can accommodate at your Facility?

- Our largest room can accommodate up to 300 persons seated in theatre style. Our smaller rooms can hold 40-65 persons - theatre style.

What payment methods are accepted?

- We accept bank transfers, cheques as well as debit and credit card payments.

What are the hours for hosting events in the spaces?

- Events can be held between 7:00 am and 9:00 pm on weekdays and 7:00 am and 11:00 pm on weekends.

What amenities and benefits do I receive when I book a room at The UWI RHQ?

- Amenities offered at the UWI Regional Headquarters:
 - Free parking
 - Elevator
 - Seasoned event support team
 - Free Internet connectivity
 - Wheelchair access
 - Security
 - Dining Hall
 - Beautiful and scenic views

- Air conditioning

How many parking spaces are available to my guests at the Facility?

- The UWI RHQ provides 80 guest parking spaces on weekdays from 7:30 am to 4:30 pm and approximately 160 spaces thereafter.