



Office of Administration
Operations Unit – Events Management

THE UWI REGIONAL HEADQUARTERS FACILITIES POLICY AGREEMENT (FPA)

Revised September 2026

We are pleased that you are considering The University of the West Indies, Regional Headquarters (RHQ) for your event. The following guidelines will benefit you in the planning of the event.

MEETING FACILITIES

Meeting facilities are assigned based on availability, the number of persons attending and the required set up.

Room Layout

The RHQ has four (4) event rooms; the Council Room which can be partitioned into three sections, the Ramson Meeting Room, the Dr. Aleem Mohammed Meeting Room and the Winston Bayley Seminar Room which can be partitioned into two sections. Rooms can be arranged in various styles e.g., theatre, banquet and board room style depending on the group size. There are two dining areas; the Neal & Massy Lounge and the RHQ Dining Hall. A view of the rooms can be made using the URL: <https://www.youtube.com/watch?v=fgFyYYUyyIA>.

Confirmation of Booking

Full details of all event requirements and any other arrangements must be received no later than ten (10) business days (minimum) prior to the event. A 24-hour response is required for ALL events with less than 10 days lead time.

All modifications and or any other changes in the arrangements must be received no later than two (2) business days prior to the event. Should the room requirements change or group size increase, additional charges may apply. The RHQ reserves the right to charge a fee for any extraordinary room requirements e.g., late changes after a room has already been fully arranged.

Deposit/Payment Policy

A minimum deposit of 75% of the estimated cost of the event is required for confirmation of the booking. The balance is due five (5) business days prior the event. Payment can be made at the Customer Services Unit at The UWI Regional Headquarters by credit/debit card, cash or manager's cheque or a direct deposit can be facilitated. Where a client books the facility five (5) working days or less to the event day, full payment must be received two (2) business days before the event. Full payment must be received prior to the event date. **A proof of payment e.g., a payment receipt or transfer confirmation must be submitted to the Events Team for booking confirmation.** Clients who do not make full payment ahead of their event will not be permitted to proceed with event execution. Future bookings will not be facilitated if outstanding balances have not been settled.

Cancellation Policy

The cancellation of an event must be provided in writing fifteen (15) business days before the event. **Failure to provide adequate notice will result in forfeit of the deposit.**

Where cancellation occurs within the allotted time, the RHQ shall withhold a 15% of any amount paid by the Client, unless cancellation was due to force majeure or through no fault of the Client.

GCT (General Consumption Tax)

There are no charges for GCT on quoted prices.

Service Charge

A service charge is applied on all quotes and is 10% of the total charge.

Weekend Charge

For Saturdays and Sundays, a J\$55,000.00 weekend charge is applicable.

Overtime Charge

If an event extends beyond the agreed-upon time the hourly room/space rental fee will be charged for each additional hour. A grace period of 1 hour is allowed after the stipulated event end time.

Insurance

The Client shall be solely responsible for effecting insurance for its staff, agents, invitees and assigns.

Disclaimer & Indemnity

Except for clear negligence and/or wilful misconduct of the Contractor, its servants or agents, the Contractor shall not be liable for the injury or death of any employee, agent, or invitee of the Client or for the damage of any property of the Client or for any loss, claims, demands, actions, proceedings, costs, expenses or other liability incurred that may be, or is associated with the Client's use of the premises under this Agreement.

The Client shall be solely responsible for and shall indemnify the Contractor against any damage or loss arising from damage to the premises or from any part thereof howsoever caused from that of his/her employees, agents or invitees.

The UWI Coat of Arms

Permission to use The UWI logo must be obtained by written request to the University Registrar. Covering of the name of the institution or logo is prohibited.

Banner/Signs

The use of feather banners is not permitted outside of The UWI RHQ building. All banners and signs must be given approval before being displayed. The UWI RHQ will provide assistance in mounting banners and signs within the confines of the event area.

Decorations

Permission to bring or display any decorations, including potted or other plants, flowers, drapery, or any other items must first receive the express consent of The UWI RHQ. Where decorations are brought onto the premises, the Client shall at their own expense upon completion of the activities for which the use of the facilities was granted, immediately remove and dispose of same from the premises.

The Client is expressly prohibited from affixing or exhibiting any decoration or display on the walls or other parts of the premises. The use of nails, tacks, pins, staples, tapes including double-sided or any adhesive is not permitted on walls of the event facility.

The Client is also expressly prohibited from cutting, scraping, marking on, or otherwise causing (including but not limited to the outside portion of the building) and shall be liable for any damage done to the premises or any part thereof which results from or is attributable to the use of any decoration or exhibit on the premises.

Where damage results the Client shall, at their own expense, and without undue delay, carry out or cause to be carried out to the satisfaction of The UWI RHQ, such repairs or replacements as are required.

Furniture

The UWI RHQ shall provide any furniture reasonably required for any event being held by the Client. This includes, but is not limited to chairs, lecterns, desks and serving tables. The Client shall under no circumstances bring any furniture onto the premises without first receiving the express consent of The UWI RHQ.

The Client shall be liable for any damage done to the premises or any part thereof, including any damage done to any furniture, fittings or fixtures, which results from the Client's use of the premises.

Where damage results the Client shall, at their own expense, and without undue delay, carry out or cause to be carried out to the satisfaction of The UWI RHQ, such repairs or replacements as are required.

Equipment

The Client shall, at least ten (10) days before any use agreed hereunder disclose to The UWI RHQ full details of any equipment or items which they intend to bring onto the premises and which are not provided for in this Agreement. The UWI RHQ shall then be at liberty to assess and in its sole discretion determine whether the intended equipment or items are functional and suitable for use on the premises.

Where The UWI RHQ determines that the intended equipment or items are unsuitable for use on the premises, it shall have absolute authority to refuse the bringing onto and use of the said equipment or items by the Client on the premises.

Where The UWI RHQ determines that the intended equipment or item is suitable for use and thereafter permits the Client to bring same onto and use it on the premises, the Client shall at their own expense upon completion of the activity or activities permitted under this Agreement or upon expiration of the time for which the use was agreed, immediately remove same from the premises.

Audio-visual/Multimedia

The UWI RHQ provides its own technical support and audio-visual equipment to be utilised for events held in the facility. The UWI RHQ provides desktop, cordless and lapel microphones and configures audio and video that can be integrated in the current Multimedia system. Video-conferencing equipment is also available at an additional charge. Any additional output device or other devices provided by The UWI RHQ IT staff for the success of the event will incur an additional charge.

The Client is responsible for providing laptop/s with VGA or HDMI adapter, flash drive or other input device. With respect to other audio-visual equipment brought into the facility, it is the responsibility of the Client to have a technical assistant available for troubleshooting. Any output device or other devices introduced for the success of the event that require The UWI RHQ technical support to operate or troubleshoot will incur an additional charge.

Any other requirements needed for the success of the event that does not form a part of the original agreement will incur an additional cost.

Catering Services

The UWI RHQ acknowledges that it does not provide catering and related services. Clients are at liberty to make arrangements directly with any caterer from the list of providers provided. These providers are familiar with our routines in The UWI RHQ. Where the Client engages the services of a concessionaire, the Client shall notify The UWI RHQ in writing of this arrangement and such notification shall include the contact information for the concessionaire.

Where the Client intends to bring food and/or beverages onto the premises whether through private means or the hiring of a caterer, they shall first seek and receive the express approval of The UWI RHQ. Having received approval, the Client shall then be at liberty to make their own catering arrangements which may include engaging concessionaires on such terms and conditions as the Client and the concessionaires shall determine.

Notwithstanding, The UWI RHQ prohibits the Client, its representatives, assigns and/or guests from the serving and consumption of any and all foods and beverages (excluding water) inside The UWI RHQ or on the grounds located outside of The UWI RHQ building, except for in the areas of The UWI RHQ Dining Hall, Lounges, Patios and agreed lawn space.

Where food and/or beverage are brought onto the premises, the Client shall at their own expense, upon completion of the activities permitted under this Agreement or upon expiration of the time for which the

user has agreed, immediately remove same, including any remains, cutlery, disposal items, and associated garbage, from the premises.

Cleaning & Security

The UWI RHQ shall clean the facilities prior to any activity under this Agreement but shall not provide on-going cleaning services during any activity.

The Client shall at his/her own expense upon completion of the activity or activities permitted under this Agreement or upon expiration of the time for which the user has agreed, immediately remove from the premises any associated garbage and shall otherwise leave the premises in a clean condition.

Two (2) Security Guards are on duty for the duration of an event.

Parking

The UWI RHQ provides 80 guest parking spaces from 7:30 am to 4:30 pm; 160 spaces are provided on weekends and after 4:30 pm on weekdays. Reserved parking is limited to 5 spaces and is available for the physically challenged.

I have read and agreed with the conditions of this Agreement.

Name of Organisation _____

Full Name of Signatory _____

Signature _____

Date _____