



Caribbean Confederation Of Credit Unions

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APPLICATION FORM FOR RENTAL OF THE CUNA CARIBBEAN CONFERENCE CENTER

The CUNA Conference Center is the property of the Caribbean Confederation of Credit Unions (CCCU).

All applications and Rental Agreement are made in this context.

Name of Applicant/Organisation:			
Address of Applicant/Organisation:			
Contact Person's Name:			
Home/Office Phone #:	Mobile Phone #:	Email address:	
Date of Event: / / DD/MM/YYYY	Type of Event:		
Setup Time:	Start Time:	End Time:	Number of Persons Expected:
Requirements: (Please Tick)			
Video Screen & Projector	5ft Round Table	Flip Chart	Raised Stage (8ft x 6ft – EC\$350.00/US\$129.63)
Surround Sound	6ft Rectangle Table	Lectern	Raised Stage (16ft x 6ft – EC\$700.00/US\$259.26)
Microphone (1 Wireless)		Chairs	Parking Lot as Venue (EC\$1000.00/US\$370.37)
Microphone (1 Wired)			
Notes:			
<i>I have read and understood the regulations governing the use/rental of the CUNA Conference Center and accept the terms and conditions given.</i>			
Signature _____		Date: / / DD/MM/YYYY	
FOR OFFICIAL USE ONLY			
Total Hours:			
Room Cost: EC\$	US\$	Other: EC\$	US\$
Raised Stage: EC\$	US\$	Cleaning EC\$	US\$
Sub-Total: (Room, Raised Stage, Parking Lot, Cleaning, Other)	EC\$	US\$	
VAT 17%:	EC\$	US\$	
Security Deposit Waived?			
No Yes	EC\$	US\$	
Total Rental Cost	EC\$	US\$	
Approved By	Date	/ / DD/MM/YYYY	Receipt No