



APPLICATION FORM FOR THE RENTAL OF TOURISM FACILITIES

1. EVENT INFORMATION

DATE/S OF EVENT: _____

LOCATION: _____

DATE/S AND TIMES ACCESS TO THE SITE IS REQUIRED:

From: _____ **To:** _____

From: _____ **To:** _____

(including set-up/dismantling time)

**START AND END TIME
OF EVENT:**

From: _____ **To:** _____

TYPE OF EVENT

Please provide a brief description of the event which includes the nature and scope of the event. Event flyers and/or any other information regarding the event such as social media may be included (You may attach additional pages if necessary).

NUMBER OF PERSONS EXPECTED: _____

For Official Use Only

Date received:	Application No.:
Staff Signature:	Approval Date:

2. EVENT ORGANIZER

CONTACT PERSON: _____

ON BEHALF OF: (Insert name and address of Company/Group/Organization)

MOBILE CONTACT NO: _____

EMAIL: _____

CONTACT PERSON ON THE DAY OF THE EVENT AND CONTACT NUMBER (if different from above):

3. SITE PLAN

On a separate page, please provide a Site Plan illustrating the location and placement of all structures (such as tents, stages, parking, generators, speakers, etc.)

Please note: The application will not be considered if the site plan is not included.

4. WASTE MANAGEMENT

SECTION NOT APPLICABLE ()

Will the event generate garbage or any other waste? **YES** **NO**

If yes, please complete the following:

a. State how waste will be collected and disposed of during the event (You may attach additional pages if necessary).

b. Please provide the name, address and contact information of the waste disposal company you propose to hire.

c. Will your event require the use of portable toilets? YES NO

d. If yes, please indicate the proposed number/s and illustrate the location on the Site Plan.

e. Please provide the name, address and contact information of the portable toilet service provider you propose to hire.

5. TRAFFIC MANAGEMENT

SECTION NOT APPLICABLE ()

a. Will normal traffic patterns be altered by the event? YES NO

6. SAFETY AND SECURITY

SECTION NOT APPLICABLE ()

Please describe your safety and security plan (which may include emergency response, name and number of security officers, etc.). If the proposed booking is for more than a day, give details for securing equipment/displays, etc. left on-site overnight (You may attach additional pages if necessary):

Is your equipment insured? If yes, please provide an updated insurance certificate.

7. STRUCTURES

SECTION NOT APPLICABLE ()

a. Will temporary structures be erected? YES NO
If yes, please provide the information below and illustrate on the Site Plan:

b. Type/s and number/s of structure/s proposed:

c. Size/s (give dimensions):

d. Please provide images of the structures (You may attach additional pages if necessary).

8. ENTERTAINMENT/SOUND

SECTION NOT APPLICABLE ()

Events involving amplified sound require a Noise variation from the EMA. Events which propose the playing of recorded music or musical performances require a license from COTT. Copies of the relevant approvals must be submitted to the MTCA.

a. Will the event have music or other amplified sound? YES NO

b. Type of amplified sound

PA System Amplified Sound/Recorded/DJ Live Other: _____

c. Duration of amplified sound: From: _____ To: _____

d. Sound check times: Date: _____ From: _____ To: _____

e. If there will be live musical performances and/or DJs, please list the names of acts/performers/DJs (You may attach additional pages if necessary):

9. POWER SUPPLY

SECTION NOT APPLICABLE ()

The applicant is responsible for providing their own power supply. The MTCA cannot provide this amenity to applicants. Please provide details on how the need for power generation will be fulfilled. Include the location of power generation devices on the Site Plan.

10. SALE OF FOOD/PRODUCTS/GIVEAWAYS

SECTION NOT APPLICABLE ()

- a. Do you plan to sell food items? YES NO
- b. Do you have a valid food handlers permit/ badge? YES NO
- c. Do you plan to sell or give away products (other than food)? YES NO

If yes, please give details of items for sale/ give-away

11. ADVERTISING

SECTION NOT APPLICABLE ()

- a. Is advertising at the site proposed? YES NO

If yes, please list the proposed sponsors and advertising media. Give dimensions and illustrate the placement of these on the Site Plan. Include images of the proposed advertisement. (You may attach additional pages if necessary):

12. ACCESS BY MACHINERY/VEHICLES

SECTION NOT APPLICABLE ()

- a. Is access via motorized vehicles required to the beach? YES NO
- b. If access to the beach is required for machinery or vehicles, please describe the nature, number/s and size/s of vehicle/s and the purpose of access.

Please note: Some areas may be off-limits due to the Environmentally Sensitive Species on the beach.

13. ALCOHOL

SECTION NOT APPLICABLE ()

Liquor licences are only granted once the applicant has received approval from the MTCA. In order to ensure that the applicant receives a licence in a timely manner, the applicant must submit the Beach Event Application Form within the four to eight week period before the event. After the licence has been granted, a copy must be submitted to the MTCA for full approval of the event.

Please note: No alcohol is to be sold or provided to patrons under 18 years of age.

- a. Is it proposed that alcohol be consumed at the event? YES NO
- b. Is it proposed that alcohol be sold at the event? YES NO

14. AQUATIC EVENTS

SECTION NOT APPLICABLE ()

If your event involves activities at a beach or river, the Lifeguard Services Unit of the Ministry of National Security must be notified. Please provide proof of the arrangement to have lifeguards at your event.

If the event is at a beach or river outside the jurisdiction of the Ministry of National Security and the Ministry of Tourism, Culture and the Arts, the applicant is required

to hire lifeguard services at your own expense. The MTCA will not be held accountable for providing lifeguard services for aquatic events. Please provide proof of the arrangement to have lifeguards at your event. The Applicant is also required to refer to Section 17, as it relates to any potential injuries or loss of life resulting from aquatic events.

Applicants must ensure that lifeguards be present in the ratio of at least one lifeguard for every 25 persons and for larger events, additional lifeguards will be required. (New York Code, Rules and Regulations – Recreational Safety) Proof of this arrangement must be submitted to the Ministries of National Security and Tourism, Culture and the Arts.

15. FILMING & PHOTOGRAPHY

SECTION NOT APPLICABLE ()

If you are proposing to film or conduct a photo or film shoot at any of the facilities, please complete the section below.

If you plan on setting up a stationary location, please illustrate on the Site Plan the intended location for filming/ photography.

a. Type of production:

- | | | | |
|--------------------------------------|-------------------------------------|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Feature | <input type="checkbox"/> Commercial | <input type="checkbox"/> TV Series | <input type="checkbox"/> Music Video |
| <input type="checkbox"/> Documentary | <input type="checkbox"/> Student | <input type="checkbox"/> Still Photo | <input type="checkbox"/> Other: _____ |

b. Total number of persons on site involved in the production: _____

c. Please give a short description of the shoot.

d. Please include the duration of the shoot: _____

16. COOKING DEVICES

SECTION NOT APPLICABLE ()

If your event includes the devices listed below, you may require approval from the Fire Prevention Unit of the Trinidad and Tobago Fire Services. Please be guided by the list in Section 2.15 of the Beach Event Guidelines.

a. Will the event include cooking devices?

YES

NO

If yes, will the following be used?

- | | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> Fireworks display | <input type="checkbox"/> Explosive Devices | <input type="checkbox"/> Bonfires |
| <input type="checkbox"/> Open Fires | <input type="checkbox"/> Flammable materials | <input type="checkbox"/> Pyrotechnics |
| <input type="checkbox"/> Gas for cooking | | |

17. PUBLIC LIABILITY INSURANCE

Events that pose significant risk to the public and property require Public Liability Insurance. The Applicant must provide proof of public liability insurance. Therefore, a copy of the Certificate of Insurance must be forwarded to the MTCA.

The MTCA is not liable for any damage/injury to person(s) or damage to the property on-site as a result of the event. Any damage to the Ministry's Facilities resulting from the event, the Applicant will be solely responsible to recoup the cost of such damages or loss to the Ministry. The Applicant is also solely responsible for any injury to person or loss of life resulting from the event.

18. PAYMENT OF CAUTION FEE

Please tick the appropriate box for the payment of your Caution Fee based on the type of Event stated at Section 1.

- \$300
- \$500
- \$800
- \$1,000
- \$1,500
- \$2,000
- \$6,500
- \$10,000

APPLICATION CHECKLIST

The following checklist is to be used as a guide for applicants when submitting their application to ensure that all sections have been completed. Please check sections completed and attachments included and submit with the application form.

1. Caution Fee
2. Site Plan
3. Waste Management Plan
4. Safety Procedures
5. Traffic Management Plan
6. Security Plan
7. Details of structures to be erected
8. EMA Variation required
9. COTT License required
10. TTCO License required
11. Power Supply required
12. Details of Sale of Food or Products and Giveaways
13. Details of advertising and sponsorship
14. Details of access by Machinery or Vehicles Required
15. Application for Liquor License required
16. Details of any aquatic events proposed (copy of approval from Lifeguards attached)
17. Details of filming/ photography
18. Details of use of flammable materials
19. Public Liability