



Government of the Republic of Trinidad and Tobago

Ministry of Trade, Investment and Tourism

APPLICATION FORM FOR THE RENTAL OF TOURISM FACILITIES

1. 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):

2. 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:

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?
- 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 MTTL.

- 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: : _____ Time: : _____

- 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 MTTI 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 MTTI. 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 MTTI 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 Service 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 Trade, Investment and Tourism, the applicant is required to hire lifeguard services at your own expense. The MTTI 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 Trade, Investment and Tourism.

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:

Feature

Commercial

TV Series

Music Video

Documentary

Student

Still Photo

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?

Fireworks display
Explosive Devices
Bonfires
Open Fires
Flammable materials
Pyrotechnics
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 MTTI.

The MTTI 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

FOR OFFICIAL USE ONLY

Date Received:	Application No:
Staff Signature	Approval Date:

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.

Caution Fee
Site Plan
Waste Management Plan
Safety Procedures
Traffic Management Plan
Security Plan
Details of structures to be erected
EMA Variation required
COTT License required
TT CO License required
Power Supply required
Details of Sale of Food or Products and Giveaways
Details of advertising and sponsorship
Details of access by Machinery or Vehicles Required
Application for Liquor License required
Details of any aquatic events proposed (copy of approval from Lifeguards attached)
Details of filming/ photography
Details of use of flammable materials
Public Liability