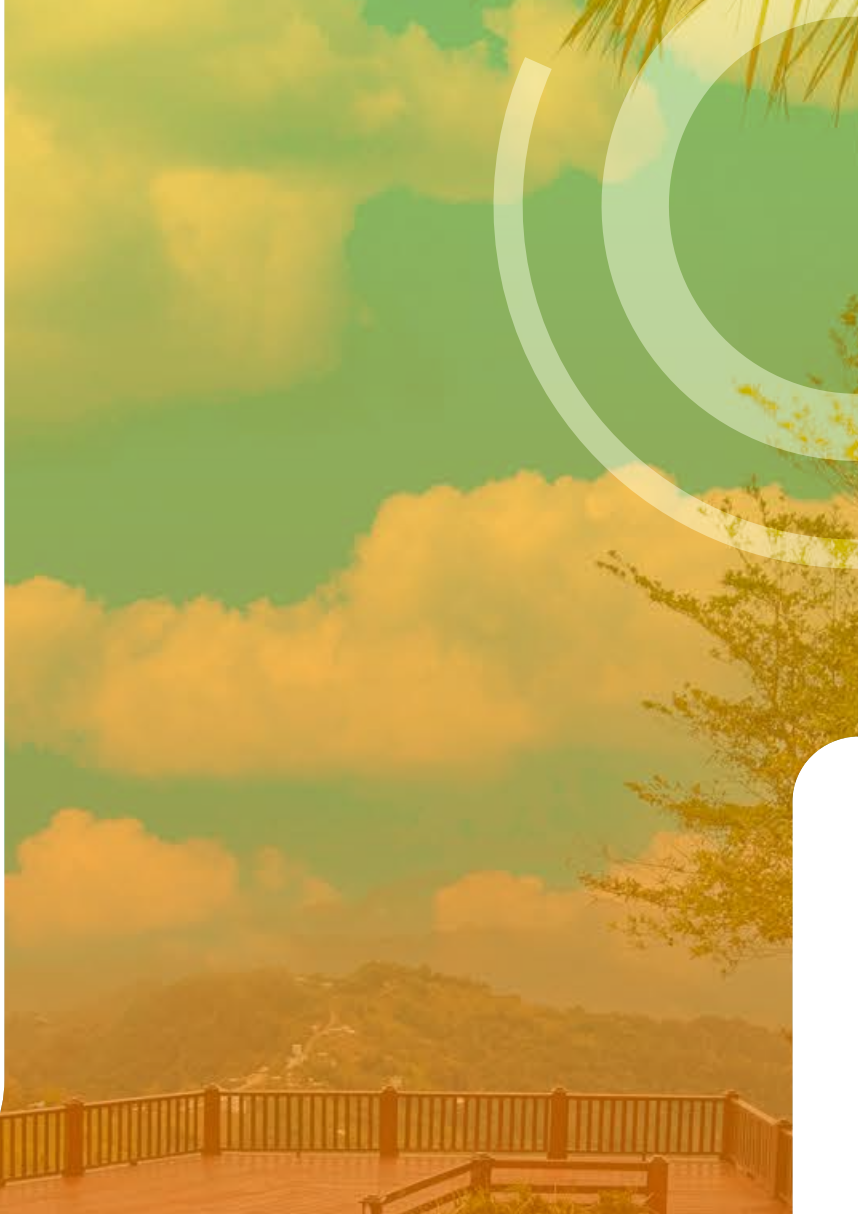




Government of the Republic of Trinidad and Tobago
Ministry of Trade, Investment and Tourism

RENTAL POLICY FOR FACILITIES MANAGED BY THE MINISTRY OF TRADE, INVESTMENT AND TOURISM



@TRADEINVTOURISMTT

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LIST OF ACRONYMS

CMOH	County Medical Officer of Health
COTT	Copyright Organisation of Trinidad and Tobago
COVID-19	Coronavirus Disease (SARS-CoV-2)
CoWA	Conservation of Wildlife Act
EMA	Environmental Management Authority
ESS	Environmentally Sensitive Species
GoRTT	Government of the Republic of Trinidad and Tobago
MC	Municipal Corporation
MoH	Ministry of Health
MHS	Ministry of Homeland Security
MTI	Ministry of Trade, Investment and Tourism
TTFS	Trinidad and Tobago Fire Service
TTPS	Trinidad and Tobago Police Service

DEFINITION OF TERMS

Applicant - Any organisation such as an event organiser, religious or sporting organisation, special interest group or individual that submits a completed Application Form for the Rental of Tourism Facilities for consideration by the Ministry of Trade, Investment and Tourism.

Assets – This shall include but is not limited to seating, trees, buildings, toilets, kiosks, change rooms, driveways and signage situated within the boundaries of the site or encompassing tourism facilities.

Caution Fee – The amount of money an applicant is required to pay to rent a facility, site or attraction as a security deposit. This fee will be returned to the applicant providing there is no damage to the facility.

Domestic Tourism – Travel by residents of a given country within that country for pleasure or vacation.

Event – An activity planned for a special purpose involving the amalgamation of a number of people within a defined location. Events may include cultural, religious, sporting, recreation, business, artistic, wedding or photo shoots.

Fee Schedule – Lists rental and use information, including additional costs associated with the type and nature of the Applicant's desired use of the facility.

Force Majeure – An act, omission, cause or circumstance outside a party's reasonable control including, without limitation, inclement weather, fire, storm, flood, earthquake, explosion, accident, enemy acts, war, sabotage, labour dispute, riot or civil commotion and an act or omission of a third party.

Official – The person duly designated by the Ministry as the key point of communication between the Ministry and the Applicant. The Official is responsible for, inter alia, ensuring the successful management and functioning of assets situated within Tourism's Facilities. The Official can be the Facilities Manager or Liaison Officer or any designated person by the Ministry.

Rental Fee – The amount of money an applicant is required to pay for the use of a Tourism facility over a specified period.

Tourism Facility – This refers to the built infrastructure and assets situated within the boundaries vested under the Ministry of Trade, Investment and Tourism.

1.0 INTRODUCTION

The Government of the Republic of Trinidad and Tobago (GoRTT) through the Ministry of Trade, Investment and Tourism (“the Ministry”) is fully committed to stimulating and developing the tourism sector as a key contributor to economic transformation and growth. The key drivers of such a transformation reside in effective public/private sector partnerships that boost economic diversification and competitiveness, while at the same time balancing the need for environmental protection, sustainability and social and human development.

Part of the Ministry's mandate is to foster the development and promotion of the Trade, Investment and Tourism sectors. In light of this, the development of the tourism sector can become a catalyst for socio-economic benefits for local communities through the utilization, preservation and advancement of our natural and cultural assets such as our beaches and unique selling propositions.

2.0 BACKGROUND

An important component of the Ministry's responsibility for development of the tourism sector is the maintenance, management and control of Beach Facilities at Las Cuevas, Manzanilla, Maracas and Vessigny, as well as, the La Brea Pitch Lake Facility.

Inclusive of the responsibility for the beaches and other sites, the Ministry has developed two new sites the La Vigie Lookout at Paramin and the Galera Point Lighthouse.

The aforementioned beaches are among the most popular in Trinidad. It is therefore, incumbent on the Ministry to keep these facilities in excellent standards to ensure continuous activities and in an effort to promote the entrepreneurial development that surrounds the hosting of events and activities. Part of this endeavour is the implementation of a rental policy for the use of these facilities.

2.1 TYPES OF EVENTS

Table 1: Types of events

Event Type	Events
Cultural Celebrations	<ul style="list-style-type: none"> • Festivals • Carnivals • Commemorations • Religious events
Commercial, Arts and Entertainment	<ul style="list-style-type: none"> • Concerts • Fetes • Festivals
Sport and Recreation Competition	<ul style="list-style-type: none"> • Sports and Family Day • Competition and Tournaments • Fitness
Event Type	Events
Private Social Events	<ul style="list-style-type: none"> • Weddings • Photoshoots
Advertising/ Productions	<ul style="list-style-type: none"> • Commercials • Photography • Videography • Film/ Video production (Local) • Film/ Video production (Feature International)
School Events	<ul style="list-style-type: none"> • School Field Trips

2.2 HOURS OF OPERATION FOR TOURISM FACILITIES

Table 2: Operating Hours for Tourism Facilities

Tourism Facility	Operating Hours*
Maracas Beach Facility	6:00 AM – 6:00 PM
Las Cuevas Beach Facility	6:00 AM – 6:00 PM
Manzanilla Beach Facility	6:00 AM – 6:00 PM
Vessigny Beach Facility	6:00 AM – 6:00 PM
La Brea Pitch Lake Facility	9:00 AM – 5:00 PM
Paramin Lookout	5:00 AM – 8:00 PM
Galera Point Lighthouse	6:00 AM – 6:00 PM

Subject to Ministry's approval, events hosted outside the normal operating hours will incur additional arrangements to be determined on a case-by-case basis.

3.0 POLICY FRAMEWORK

3.1 POLICY STATEMENT

The policy seeks to achieve the vision through the fulfilment of objectives for applicants seeking to rent Tourism facilities.

3.2 VISION

A seamless transaction for the rental of tourism facilities for the hosting of events that provide a vibrant visitor experience.

3.3 POLICY SCOPE

This policy applies only to facilities that fall under the remit of the Ministry of Trade, Investment and Tourism. It does not extend to similar facilities, sites or attractions under the remit of other Ministries, related agencies or to performance spaces.

Goal

The goal of this policy is to facilitate the use and sustainable management of all tourism facilities of the Ministry of Trade, Investment and Tourism.

Objectives

The objectives of the Rental Policy for Tourism Facilities are:

- To support the advancement of the strategic goals of the Ministry of Trade, Investment and Tourism.
- To increase visitation to and spend at tourism facilities.
- To promote the facilities through the hosting of events and the delivery of authentic tourism products and services.
- To provide an opportunity for stakeholders within Trinidad and Tobago to generate revenue.
- To foster opportunities for sustainable employment and improved livelihoods for persons in communities within close proximity to the Ministry's tourism facilities.

Outputs

The following outputs shall be achieved through the aforementioned objectives:

- Increased visitor-ship and spend through the rental of tourism facilities.
- Improved awareness and appreciation of tourism assets existing within tourism facilities.
- Increased demand and use of tourism facilities.
- Sustainable management and maintenance of tourism facilities.

4.0 Application Procedure

Applicants seeking to host an event at a Tourism Facility under the responsibility of the Ministry of Trade, Investment and Tourism must complete, sign and submit a Rental of Tourism Facilities Application Form (**Appendix I**). All Applicants must review and agree to adhere to the relevant guidelines of this Rental Policy prior to the submission of an Application. The Ministry shall provide a Summary Sheet to assist in preparing the Application (**Appendix II**).

For Applicants whose event requires approvals and licences based on the type of event must ensure that they have them to commence hosting (some general guidelines are discussed later in this policy.) Approvals and licences can be acquired from the following entities:

- Trinidad and Tobago Fire Service (TTFS)
- Trinidad and Tobago Police Service (TTPS)
- Magistrate's Court of Trinidad and Tobago
- Ministry of Health (MoH) - Public Health
- Ministry of National Security – Lifeguard Services Division
- Environmental Management Authority (EMA)
- Insurance Organisation - Public Liability Insurance
- Copyright Organisation of Trinidad and Tobago (COTT)

All applications for the hosting of an event must submit at least three (3) weeks in advance depending on the magnitude of the event, along with copies of all approvals and licences provided to the Applicants (**Appendix III**).

The Application Form will be available on the Ministry's website or emailed to Applicants upon request. Completed Application Forms must be addressed to the Corporate Communications Unit and submitted via email at mtti-bookings@gov.tt or fill out the physical form and return it to the Ministry's **Project and Facilities Management Unit at Level 14, Nicholas Tower 63-65 Independence Square, Port of Spain**. The Project and Facilities Management Unit will acknowledge receipt via email to the Applicant. **Please note, that an acknowledgement email does not constitute an approval by the Ministry for the hosting of an event at any of the facilities under its purview.**

An Evaluation Committee established by the Ministry shall be composed of members with the relevant skillsets and interaction with the sites. This Evaluation Committee will be responsible for reviewing and providing recommendations to determine the approval, conditional approval or denial for the hosting of events at any of the Tourism Facilities. The Permanent Secretary is responsible for granting or denying approvals for hosting of events, the Corporate Communication Unit will notify applicants on the status of their application via email. In addition, for approved events, the Ministry shall inform its assigned officer of the upcoming event at the respective tourism facility.

An approved official of the Ministry will monitor all hosted events to ensure compliance with the terms and conditions outlined within the policy guidelines. The official will also be responsible for noting and reporting any issues arising from an event to the Ministry.

4.1 FEES AND PAYMENT

4.1.1 Rental rates

Rental rates for tourism facilities are determined based on the type of event. (Table 3)

Table 3: Rental rates for Tourism Facilities

Rental Rates for Tourism Facilities				
Event Type	Event	Fee Structure	Caution Fee	Remarks
Cultural Celebrations	Festivals (nonreligious)	\$2,000.00	\$500.00	Non-commercial
	Carnival – Band Launch, Parties etc.	\$8,000.00	\$500.00	
	Commemorations	\$800.00	\$500.00	
	Religious Events			
	<ul style="list-style-type: none"> • ≤100 persons • >100 persons 	\$500.00 \$800.00	\$300.00 \$500.00	
Commercial Arts and Entertainment ¹	Concerts	\$15,000.00- \$20,000.00	\$6,500.00	
	Fetes	\$15,000.00- \$20,000.00	\$10,000.00	
	Festivals	\$5,000.00 - \$20,000.00	\$2,000.00	
Sports and Recreation	Sports & Family Day	\$500.00	\$300.00	
	<ul style="list-style-type: none"> • ≤100 persons • >100 persons 	\$800.00	\$500.00	

¹ These are events that are unrelated to and fall outside of the Carnival Season.

Rental Rates for Tourism Facilities				
Event Type	Event	Fee Structure	Caution Fee	Remarks
	Corporate Events			
	• ≤100 persons	\$1,000.00	\$500.00	
	• >100 persons	\$2,000.00	\$1,000.00	
	Competitions and Tournaments	\$1,000.00	\$500.00	
Private Social Events	Wedding	\$2,000.00	\$1,000.00	
	Personal Photoshoots	\$300.00	\$200.00	
	Party	\$2,000.00	\$1,000.00	Non-commercial event
	Cooking Huts	\$500.00	\$300.00	
Advertising / Productions	Commercials	\$1,400.00	\$800.00	
	Photography	\$1,400.00	\$800.00	
	Videography	\$1,500.00	\$1,000.00	
	Film /Video production (Local)	\$2,000.00	\$1,000.00	
	Film /Video production (Feature International)	\$4,000.00	\$1,500.00	
School Events	School Field Trips	\$0.00	\$500.00	

Applicants must make a rental payment in full to the Ministry's Accounting Unit via a certified Manager's Cheque. All cheques must be made payable to the **Permanent Secretary, Ministry of Trade, Investment and Tourism**. The Ministry will issue a receipt upon collection of fees.

4.1.2 Caution Fee

Some events will require the payment of a refundable caution fee payable in **cash only** based on the amount of risk associated with it. Payment of this fee include, but is not limited to events:

- that will attract large numbers of people
- where there are musical performances and loud music
- where food, alcohol and other items are being sold
- where people are charged a fee to attend
- where open flames, fireworks, and cooking devices are used.

Caution Fee payment will be recorded in the Ministry's Cash Book and Applicants will receive a receipt upon payment. The Caution Fee will be held by the Accounting Unit and not deposited by the Ministry.

Where a Caution Fee is required, the Ministry's Official prior to and immediately following the event will inspect the facilities with the applicant. If there is damage (minor or major) to any of the Ministry's assets after an event, the caution fee will be applied and the balance, if any, will be refunded. Where the damage incurred in excess of the caution fee amount a legal demand in the amount required to restore the Tourism Facility to its original state will be put to the Applicant. The Applicant must settle this legal demand within fourteen (14) days' notice thereof.

The return of the Caution fee must be submitted within seven (7) days after the satisfactory completion of the inspection after the event to the Cashier and signed for in the Received Book situated at the:

Ministry of Trade, Investment and Tourism, Nicholas Tower, 63-65 Independence Square Port of Spain.

4.2 CANCELLATION AND REFUNDS

If due to unforeseen circumstances, an event is cancelled, the Applicant must submit notice in writing to the Project and Facilities Management Unit, as soon as possible but at least two (2) days prior to the event.

Where fees were paid for the rental of a Tourism Facility but the event was subsequently cancelled, refunds will be issued in full (within 14 working days) when requested by the Applicant. A cheque will be prepared by the Accounting Unit and issued in the name of the Applicant for refunds. All refunds must be collected at the Cashier and signed for in the Received Book.

5.0 Key Requirements for the Rental of Tourism Facilities

The Tourism Facilities under the remit of the Ministry are of high socio-economic value. They offer an opportunity for the communities within which they are situated to benefit from the hosting of events, thus providing a sustainable income, job opportunities and community awareness of tourism assets available for use by visitors.

Rental of tourism facilities will be assessed and determined based on the following requirements:

5.1 SITE PLAN

A Site Plan is mandatory for **ALL** events. This plan can be a detailed sketch, drawing or map of the area to be used. The Plan must include an illustration of the placement of all temporary structures associated with the event that would be utilised at the site. This includes tents, stages, speakers, generators, signage, sponsor advertisement materials (banners, flags, sails, mascots etc.), chairs, tables, etc. The Ministry also reserves the right to recommend a suitable location for the hosting of events.

5.2 WASTE MANAGEMENT

5.2.1 Garbage Disposal

The Ministry provides garbage receptacles for public use at all of its facilities in order to maintain a clean and sanitary environment for visitors. The Applicant must arrange to have garbage promptly collected and disposed of during and after the event. The name of the company to provide the disposal service must be stated in **Section 4** of the Rental of Tourism Facilities Application Form.

5.2.2 Portable toilets

Portable toilets are required for events, which number over seventy-five (75) persons. Increase in the number of persons limits the use of the facilities by regular beach goers or visitors and may put a strain on the tourism facilities. The location of the toilets should be indicated on the Site Plan. If portable toilets are to be used, they must be located in a convenient area where they can be pumped out unhindered. Toilets are to be maintained in a clean and sanitary state throughout the event.

5.3 Safety Procedures

The safety of patrons at events is, of paramount importance and it is necessary for the Applicant to have a plan of action and be able to respond to emergencies in a timely manner. Details of the procedures that will be followed to ensure patron's safety should be listed in **Section 6** of the Rental of Tourism Facilities Application Form. Safety procedures may include having contact numbers for Police, Fire and/or Ambulance; having trained Emergency Medical Personnel at the site during the event or access to a First Aid Kit and a certified First Aider; and informing Police and Lifeguards of the event, etc. The type of emergency response will depend mainly on the type of event being held and the risks involved.

All events must adhere to any and all Public Health Regulations.

5.4 Force Majeure

For the purposes of hosting events, "Force Majeure" means an event which is beyond the reasonable control of the Applicant and which makes an Applicant's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances. This includes, but is not limited to, pandemic, epidemic, dangerous infectious diseases, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts, or other industrial action (except where such strikes, lockouts or other industrial action are within the powers of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.

Force Majeure shall not include:

- Any event, which is caused by the negligence or intentional action of the Applicant or designated personnel or agents by the Applicant.

The guidelines provided from 5.5 – 5.9 would be required for events that attracts a large gathering. The Ministry determines the right to assess the risk of an application and request adherence to these guidelines.

5.5 Traffic Management

Vehicles associated with the proposed event must only be parked in the car park facilities provided at the sites. If it is foreseen that traffic congestion or a disruption in the normal flow of traffic may result from the hosting of a particular event, a Traffic Management Plan should be submitted along with the application. A Traffic Management Plan is necessary to control the flow of traffic and decrease the risk of injury to pedestrians and other motorists, or damage to vehicles. The plan must explain methods to control the flow of traffic and minimize congestion. A copy of the plan should be attached to the Rental of Tourism Facilities Application Form, along with an approval from the Police Service.

5.6 Security

The extent of crowd control and security necessary will be dependent upon the nature of the event in addition to the number of people present. Where crowd control is considered an issue, contact must be made with the Police or the contracted security company to discuss security concerns and patron safety. Sufficient consideration of security and crowd control should be listed in **Section 6** of the Tourism Facilities Application Form; Safety and Security Plan. If it is proposed that items/ equipment associated with the event will be left on-site overnight, details for additional security dedicated to these items should also be listed on the Rental of Tourism Facilities Application Form. It is the responsibility of the Applicant to acquire insurance for any items/ equipment that would be left on-site.

5.7 Insurance

Some events, due to the increased risk of personal injury and/or property damage will require that the Applicant obtain Public Liability Insurance coverage. A Risk Assessment Tool can be used to assess the degree of risk the event poses. The Applicant will have to consult with their insurance company to work out the suitable amount of coverage required for the event. The Applicant must submit the Certificate of Insurance to the Ministry as soon as it becomes available prior to the commencement of the event. Failure to submit this document may result in non-approval of the event.

The Ministry is not responsible or liable for any loss or damage whatsoever (to person, property or otherwise), incurred by the Applicant/event organiser or invitees/guests of the Applicant relative to the event. Such risk is solely borne by the Applicant/event organiser.

5.7.1 Risk Assessment

A risk assessment is an invaluable tool that all event organisers should utilize. The purpose of the risk assessment is for the Applicant to identify possible hazards and potential risks, which could arise during the course of the event, introduce control measures, protocols and contingency plans to mitigate these risks and to make others aware of potential hazards that affect the safety of an event.

5.8 Structures

Persons hosting events may erect temporary structures such as tents, stages and displays. The Ministry does not permit the erection of enclosed structures on any of its Tourism Facilities. Temporary structures must not be installed without prior approval from the Ministry. Details (such as size, images and number) of any structure (such as tents, stage platforms, lighting rigs) are to be provided in **Section 7** of the Rental of Tourism Facilities Application Form.

5.9 ENTERTAINMENT/SOUND

5.9.1 Environmental Management Authority (EMA)-Noise Variation

Noise pollution is an important issue to both surrounding residents, patrons and environmentally sensitive species. Noise is governed under the provisions of the Environmental Management Act, 2000 in the **Noise Pollution Control Rules (LN 60/2001)**. Events involving amplified sound are required to acquire a Noise Variation from the EMA. Persons who plan to have loud music or musical performances at their events should familiarize themselves with the Noise Pollution Control Rules, specifically **Rules (4) to (7) and (9) and (10)**.

Copies of the Noise Pollution Control Rules, "Instructional Guide for completing the Noise Variation Application Process for Events" associated with acquiring a Noise Variation are

available online and can be downloaded from the EMA's website.² Applicants should pay particular attention to the following:

Who must apply?

- Any person who proposes to conduct an activity or an event that will cause sound in excess of the prescribed standards.
- A person in a facility that causes sound in excess of the prescribed standards and is notified by the EMA to apply for a variation.
- The operator of a facility who wishes to permit a person to conduct, in that facility, an event or an activity that will cause sound in excess of the prescribed standards.
- A person that emits a sound in a noise zone within the prescribed standards for that noise zone but which results in the creation of a sound in excess of the prescribed standards in an adjoining noise zone. The EMA may notify that person to submit an application for a variation.

What is the process if I need a Variation?

(a) The Applicant can either go to the EMA and get copies of the Noise Variation Application Form or download forms from the EMA's website at <https://www.ema.co.tt/our-environment/noise/>.

(b) The Applicant must complete questions 10-30 of the Noise Variation Form and attach two (2) copies of the form to the Ministry when submitting the Beach Event Application Form.

(c) The Ministry will complete questions 1-9 on the form and forward to the EMA.

(d) The Applicant has to place a notice for the Application for a Noise Variation in one national newspaper in a form prescribed by the EMA for a period of at least two (2) consecutive days. The EMA has to receive the application at least thirty-five (35) days before the event or one (1) calendar week before the submission of the Application for the Noise Variation. The Applicant must bear the cost of publishing the newspaper advertisement.

(e) Applications for a Noise Variation should be submitted to the EMA at least twenty-eight (28) days before the event. A Site Plan of the event area which shows the land use of the areas that are North, South, East and West of the venue; as well as any motorways, buildings and residents which are in close proximity of the tourism facility must be submitted.

Some events may be exempt from the prescribed standards. These instances are listed in the Noise Pollution Control Rules. It is recommended that Applicants review this list to ensure whether or not the exemptions apply to their event.

² Instructional Guide for completing the Noise Variation Application Process for Events - https://drive.google.com/file/d/1zdHpD_CzyXA05AwhCaY4GWUOOL47tWcR/view
<https://www.ema.co.tt/our-environment/noise/noise-variation/>

Noise Variation Application Fee Information

Applicants' should visit the EMA website stated at (a) above to ascertain fee information.

5.9.2 Copyright Organization of Trinidad and Tobago (COTT)

Any event that involves the public performance of copyright musical works would require a licence from COTT. Examples of persons who require permits are concert/fete promoters, and organisers of Carnival events, exhibitions, promotional events, bazaars, and amusement fairs. A COTT public performance licence is required by law under the Copyright Act of 1997. Details on COTT's application process and requirements can be found on their website at www.cott.org.tt. If the event requires a COTT license, a copy should be forwarded to the Ministry.

5.10 Environmentally Sensitive Species (ESS)

Trinidad and Tobago is home to a number of productive nesting and foraging habitats for several marine turtle species. The five (5) marine turtle species found in Trinidad and Tobago include the Green (*Chelonia mydas*), Leatherback (*Dermochelys coriacea*), Hawksbill (*Eretmochelys imbricate*), Olive Ridley (*Lepidochelys olivacea*) and Loggerhead (*Caretta caretta*) sea turtles. Potential Applicants should review the **Environmentally Sensitive Areas Rules (LN 64/2001)**, and **Environmentally Sensitive Species Rules (LN 63/2001)** and the **Legal Notices (2014) 88, 89, 90, 91 and 92**, prior to the hosting of an event at either the Maracas, Las Cuevas or Manzanilla Beach Facilities.

In addition, sea turtles and their hatchlings in Trinidad and Tobago have been protected in the sea and on land over the years through a series of legislation, which gave protection for all sea turtle species. The relevant legislation are as follows:

- Conservation of Wildlife Act (CoWA Chap 67:01);
- Fisheries Act (Chap 67:51);
 - Protection of turtle eggs regulations, 1975
 - Notification of Procedures for resuscitation of turtles, 1999
 - Notification of type and specification of Turtle Excluder Devices, 2004
- Environmental Management Act (Chap 35:05) Section 70 (2)

Applicants should note that the penalty for harming these species under the aforementioned legislation and legal notices is **\$100,000 and imprisonment for two years**.

5.11 Power Supply

The Ministry **does not** supply electricity for events. It is the responsibility of the event organiser to organise their own power supply. This must be stated in **Section 9** of the Rental of Tourism Facilities Application Form.

5.12 Sale of Food/ Products/ Giveaways

If food is to be prepared, handled or sold at an event, all food vendors are required to hold a valid Food Handlers' Badge (Food Badge). Copies of these are to be attached to the Rental of Tourism Facilities Application Form. The applicant is required to give details about products for sale or giveaways, which include the name of the product, the numbers to be given away and a description of the product.

5.13 Advertising

Any advertising structures associated with the event must be listed in **Section 11**. Dimensions should be listed and the location must be specified on the Site Plan. Any and all event sponsors should also be listed in this section.

5.14 Access by Machinery/Vehicles

The Ministry does not allow access of machinery or vehicles on the beachfront, taking into consideration lifeguard's duties and areas with nesting leatherback and hawksbill sea turtles, nests consisting of buried eggs and hatchlings. Only in exceptional instances where the applicant can demonstrate that damage would not be caused to the beach will access be considered. The applicant is required to provide information such as the type of vehicle/ machinery, the number/s, size/s of vehicle/s and the purpose of access in **Section 12** of the Rental of Tourism Facilities Application Form.

5.15 Alcohol

If alcohol is proposed to be sold, applicants' must obtain a liquor license. At events where alcohol is served, appropriate care must be given to the responsible service of alcohol. Glass bottles and glass containers are **NOT** permitted at any approved events. In order to ensure that the applicant receives a liquor license in a timely manner, the applicant must submit the Rental of Tourism Facilities Application Form within the four (4) to eight (8) week period before the event.

5.16 Drugs and Firearms

The possession and use of drugs and firearms are **strictly prohibited** at all of the Ministry's Tourism Facilities.

5.17 Aquatic Events

For sporting or any other events that will be held on the sea, approval should be sought from the Lifeguard Services Unit of the Ministry of Homeland Security (MHS). The Applicant must inform the MNS in writing of any aquatic events to be held at both beaches and rivers and discuss the safety precautions given in Section 2.3 with the Lifeguard Services Unit. The Applicant must provide proof to the Ministry of Trade, Investment and Tourism that the event was discussed with and approved by the Lifeguard Services Unit and that all safety precautions have been taken into consideration. For non-sporting events like baptisms or other religious activities held in water, the MHS will inform the Lifeguard Services Unit of such activities and subsequently the Ministry.

For beaches without lifeguards assigned by the MHS, the Applicant must be responsible for hiring their own lifeguard services. Proof of this engagement, must be submitted with the application to the MTI in writing.

For beaches and rivers under the jurisdiction of the MTI without lifeguard services, the Applicant must be responsible for hiring their own lifeguard services at their own expense. Proof of this engagement, must be provided with the application to the Ministry of Trade, Investment and Tourism in writing. The MTI will not be held accountable for providing lifeguard services for aquatic events.

The Applicant is also required to refer to **Section 5.7**, as it relates to any potential injuries or loss of life resulting from aquatic events.

5.18 Filming & Photography

For persons wishing to conduct professional film or photography shoots at any of the sites, **Section 15 of the Rental of Tourism Facilities Application Form** must be completed. The type of shoot, total number of persons involved in the shoot that includes the cast and crew and a short description of the shoot must be included. The description should explain the concept of the shoot.

5.19 Cooking Devices

The Fire Prevention Unit of the Trinidad and Tobago Fire Services provides the following guidelines to persons wishing to have Bar B Ques, or using gas cookers:

- Portable fire extinguishers of an approved type must be available and nearby when dealing with open flames.
- Containers for LP Gas pits shall be installed not less than 5ft. from any flammable or combustible material and shall be in accordance with the provisions of NFPA58 LP Gas Code. The same applies to Bar B Ques pits and other.
- Tanks should be in an upright position and protected from vehicular traffic.
- Small children should be kept at a reasonable distance away from cookers, Bar B Ques pits, gas tanks or other heat sources.
- Cooking devices must be situated downwind.

5.20 Fireworks/ Open Fires/ Explosives

Given the potential risk posed by the use of fireworks, pyrotechnics, explosives and flammable material to the existing infrastructure and wildlife, the use of these **shall be prohibited** at all tourism facilities.

6.0 Monitoring and Evaluation

Monitoring and evaluation processes will be applied to ensure that the rental arrangements facilitating the usage of Tourism Facilities are effectively implemented. This shall include compliance monitoring strategies to ensure that the Tourism Facilities are utilised and maintained according to the objectives and requirements outlined in the policy.

A Report will be generated by the Project Management and Facilities Unit at the end of each Fiscal. This report will be used to determine the success rate afforded to the Ministry through the rental of the various Tourism Facilities.

7.0 Policy Review

The Rental Policy for Tourism Facilities shall be reviewed and amended every two (2) years or when required, as determined by the Ministry.

Appendices

Appendix I - Rental Policy for Tourism Facilities Application Form Appendix II - Rental Policy for Tourism Facilities Summary Sheet Appendix III – Legal Requirements: Licences and Permits

The following statutory requirements are needed as mentioned below:

- I. **Theatre and Dance Hall License** – The Theatre and Dance Hall Act Chapter 21:03 regulate the use of theatres, dance halls and other places of entertainment. Promoters of a public fete have to apply for a Theatre and Dance Hall License. The Act also outlines the fees required for the License.
- II. **Liquor License** – The Liquor Licenses Act Chapter 84:10, Section 44 Occasional License stipulates the requirements for the granting of the Occasional Liquor License including the approval of the Police Officer in charge of the Police Division. Fete promoters have to apply to the Licensing Committee of the Magistrate Court in the district of the event for a Liquor License. The Act also outlines the fees required for the License.
- III. **Noise Variation Certificate** – The Environmental Management Act (EMA), Chapter 35:05 (Section 51 (2)) and the Noise Pollution Control Rules sets the limits and duration of permissible levels of noise for an event. Fete promoters have to apply for a Noise Variation Certificate 35 days prior to the event.
- IV. **Copyright Music License** – The Copyright Act Chapter 82:80 makes provision for the licensing of public performances of music. Fete promoters have to apply for a Copyright Music License, if there is live entertainment (Live bands and artistes), playing of music by disc jockeys (“DJs”) and/or performances of music by any other means and pay the requisite license fees/royalties to the relevant licensing body/collective management organization.
- V. **Public Health** – Promoters have to comply with the requirements set out by the Public Health Act. There are guidelines outlining the requirements for an Occasional License for the handling, storage, transportation and disposal of food at an event.
- VI. **Fire Services Act Chapter 35:50** – This Act makes provision for the Chief Fire Officer to make available upon receipt of an application and payment of fees, the services of an officer(s) for the prevention of damage to life and property by fire and other hazards, whether fire related or not.

List of Tourism Facilities of the Ministry of Trade, Investment and Tourism ³

- Maracas Beach Facility
- Las Cuevas Beach Facility
- Manzanilla Beach Facility
- Vessigny Beach Facility
- La Brea Pitch Lake Facility
- La Vigie Paramin Lookout
- Galera Point Lighthouse
- River Estate Museum and Waterwheel
- Fort George
- Fort Picton
- Lopinot Historical Complex

³ Applicants should note that this list of tourism facilities is not exhaustive and will increase based on the addition of new sites and attractions under the Ministry of Trade, Investment and Tourism.