

PROCESS FOR THE RENTAL OF THE RANNY WILLIAM ENTERTAINMENT CENTRE/THE LOUISE BENNETT GARDEN THEATRE/FRONT LAWN AT 36 HOPE ROAD, KINGSTON 6

Tentatively Booking the Venue

- This can be done by either calling in your request to 881-5726/926-5726-9, or writing a letter expressing your interest in the venue for a specific time and purpose.
- An application form will be made available to you so as to provide the JCDC with information on the event and also the entity hosting the event

Confirming your Booking

- Having tentatively booked the venue, the promoter of the event has within twenty eight (28) days to make a fifty percent deposit of the Rental Cost to confirm their booking. If after that period has passed and the stated amount is not paid, the JCDC has the right to withdraw your booking.

Signing of the Rental Agreement

- At the time of the first payment deposit, the promoter is required to sign a Rental Agreement binding both the JCDC and the promoter to the terms of renting the property.

Final Payment

- The final payment is required to be made fourteen (14) days prior the hosting of the event.
- At this time the necessary regulatory instruments are to be presented such as, inter alia:
 - i. The original Certificate of the Places of Amusement Regulations 1999 from the Kingston & St. Andrew Corporation (KSAC).
 - ii. The letter of approval from the KSAC to display signs at the property prior to the staging of the event, where applicable.
 - iii. Permission letter from the Jamaica Constabulary Force (Police) in recognition of the Noise Abatement Act, where applicable.
 - iv. An original Intellectual Rights Permit Certificate from Jamaica Association of Composers Authors & Publishers Limited (JACAP) for the use of music that will be played.

Setting Up and Pulling Down

- Set up is recommend to take place day/s before your event in the case where there is not a clustered booking, in the event that there is a clustered booking, your setup will have to take place on the day of your booking.
- This will also apply to the pull down of your event, we afford until 12:00 noon the day after the pull down of your venue.

Caution Fee Refund

- An inspection of the property will be performed immediately after your event, if any defect is observed and is as a result of your event, the reconciliatory cost will be deducted from your caution fee.
- If there is no observed defect your caution fee will be refunded within seven (7) working days.