



Trinidad and Tobago Association of Insurance and Financial Advisors
129-131 Edward Street, Port of Spain
Tel: (868) 624-2608 / (868) 624-2940 | Email: info@ttaifa.com

Application for Use of Facility

General Information:

Name of Applicant (Please specify – Name/Group/Organization/Faculty/Department):

Address: _____

Telephone: _____ Facsimile: _____ E-mail: _____

Event/Activity: _____

Event Dates	Event Times

Will there be an admission fee? Yes No

Facilities Required:

Training Room Conference Room

<i>Equipment & Services Required (Tick where applicable)</i>	<i>✓</i>	<i>Qty.</i>	<i>For Official Use</i>
Projector			
Microphones			
Internet (Wireless)			
Lectern			
Tables			
Chairs			
Whiteboards			



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Equipment and Services:

Would you be providing equipment? Yes No

(Please specify the equipment)

Catering Service:

Where meals will be served, cleaning services must be undertaken. If light refreshment are served a clean-up service at the cost of TT \$ 150.00 can be provided.

Parking:

Eight (8) parking spaces would be allocated for your event. Please identify the persons and license plate number in the table below.

Name	License Plate Number

Caution Fee (Refundable):

A compulsory Caution Fee of TT \$1,000.00 is applicable with a confirmed booking of the facility. This fee is refundable in full following the completion of the event and where no damage to property, including walls, ceilings, furniture, fixtures and equipment has occurred. In the event of such damage (property including walls, ceilings, furniture, fixtures and equipment), the deposited caution fee will not be refunded and the client will be required to pay the additional amount stipulated for the repair or replacement of damaged property.