



## ROOM RENTAL AGREEMENT

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Group Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date(s) requested: \_\_\_\_\_ to \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_

(Please include set up time)

Purpose of rental: \_\_\_\_\_

Approximate # attendees: \_\_\_\_\_

The maximum occupancy of the Overseas Examinations Commission (OEC) various meeting rooms are as follows:

### Kingston Venue – The Neville George Ying Building

- Computer Lab: 42 stations (30 stations computerised)
- The Beryl Urquhart Training Room: 80 persons
- The Phyllis Cargill Examination Room: 50 persons
- The Ellorine Walker Examination Room: 30 persons
- The E. G. Roper Examination Room: 30 persons

### Montego Bay Venue

- Computer Lab: 3 persons
- Exam Room 1: 30 persons
- Exam Room 2: 30 persons

- **ROOM RENTAL NOT AVAILABLE IN THE MONTHS OF APRIL - JUNE**
- **Each Room Occupancy will vary depending on Set-Up Style; however capacity numbers stated above are based on a Classroom Set-Up for Examination Rooms and Theatre Style Set-Up for the Training Room**



## ROOM RENTAL AGREEMENT

### Terms

- Room rental shall be based on availability
- Rental dates and times: Monday-Thursday \*8:30 a.m.-5:00 p.m. & Fridays \*8:30 a.m. - 4:00 p.m. (\*Periods outside of this time slot will have to be negotiated)
- All clients and/or businesses must complete a Room Rental Agreement form
- Submission of a Purchase Order *as confirmation of intent* or full Payment must be received one (1) week prior to the scheduled event date. Payment method, at the appropriate time, includes the option of wire transfer to our bank account as per details provided or by cheque payment
- **ALL** cancellations must be done in writing, at least one week prior to the scheduled event. Failure to do so will result in a penalty of 20% of the Total Rental Fee
- The OEC does not offer catering services
- The OEC is a smoke-free building
- Parking is available on location
- The Overseas Examinations Commission reserves the right to terminate any contract

### Rules

- Clients are responsible for any damage to the OEC Facility, contents and/or fixtures. All damages incurred during occupancy, must be reported to the Facilities Officer immediately
- Clients holding events assume responsibility for any damage to rooms, contents or equipment used and will be charged for any necessary repairs or replacement.
- Clients are responsible for acquiring a **JACAP** Licence where recorded music will be played at the event <http://www.jacapjamaica.com/>.
- Clients understand that nothing shall be attached to the walls, ceiling, or any of the fixtures.
- The room must be left in a neat, clean and orderly condition. A deposit of \$5,000.00 is required upon Booking, which will be refunded after joint inspection, if conditions are met.
- It is understood that the OEC is in no way responsible for any personal injury, property damage or other liabilities that may be incurred during use of its facility.
- No drugs and/or smoking are allowed on the premises.

### Fees

#### Kingston Venue – The Neville George Ying Building

- |  |                                  |
|--|----------------------------------|
| • <b>Computer Lab:</b>                         | <b>J\$ 1,500.00 per computer</b> |
| • <b>The Beryl Urquhart Training Room:</b>     | <b>J\$ 30,000.00/day</b>         |
| • <b>The Phyllis Cargill Examination Room:</b> | <b>J\$ 20,000.00/day</b>         |
| • <b>The Ellorine Walker Examination Room:</b> | <b>J\$ 13,200.00/day</b>         |
| • <b>The E. G. Roper Examination Room:</b>     | <b>J\$ 13,200.00/day</b>         |



## ROOM RENTAL AGREEMENT

### Montego Bay Branch

- **Computer Lab:** J\$ 1,500.00/computer
- **Exam Room 1:** J\$ 13,200.00/day
- **Exam Room 2:** J\$ 13,200.00/day

### Additional Fees

Please select from the table below the additional items, and their related costs, as required for your event:

Item No.	Quantity	Name	Cost \$
1	2	MICROPHONES (1 HANDHELD & 1 LAPEL )	3,500.00
2	1	LAPTOP	5,000.00
3	1	MULTI-MEDIA PROJECTOR	7,000.00
4	1	MULTI-MEDIA SCREEN	2,000.00

**NB:** Cheques are to be made payable to the Overseas Examinations Commission

**Room set up Instructions:** (please indicate if you require a specific set up):

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**By signing and returning this form, the client hereby agrees to the Rental Policies set forth. Any violation of the conditions outlined in this agreement may be subject to monetary penalties and the loss of the privilege of renting any of the OEC's meeting facility in the future.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The signed form must be returned as soon as possible in order to confirm your Meeting Room date and time.

**Return completed form to:**

Ladona Smith,  
 Facilities Officer  
 Overseas Examinations Commission  
 6 Manhattan Road, Kingston 5  
 PH: (876) 618-6712/618-3721/929-1571 | Ext. 339  
[lsmith@overseasexams.org.jm](mailto:lsmith@overseasexams.org.jm)