



DEVON HOUSE

Heritage Site

Devon House as a national monument and heritage park will actively promote the development of authentic Jamaican arts, craft, education and entertainment in a comfortable and safe environment.

Application for use of Devon House Venue/s

I/We the undersigned wish to use the facilities of the Devon House Development Company Limited as indicated below:

Name of Applicant/Entity _____

Date of Event _____

Type of Event

- Craft and Food Fairs
- Exhibitions
- Weddings/Anniversaries
- Luncheons/Dinners
- Concerts/Festivals
- Workshops/Seminars
- Other (specify) _____

Venue

- East Lawn
- West Lawn
- Devonshire
- North Lawn
- Great House Ground Floor

Venue (Rental Fee): _____

Duration of Event (please indicate the projected start/end of the event)

**Anticipated
Patronage**

Brief Description of Event

**Security
Requirements**

Client Address:

Client Telephone Number:

Client Fax Number:

E-mail:

We anticipate full compliance with the procedures listed below to ensure the successful staging of all events at Devon House.

Music:

Devon House is located in proximity to a hospital and residential communities operating within a noise sensitive environment. Being adjacent to a Hospital Zone, sound levels must be maintained at such reasonable levels that the noise does not disturb the Hospital and Residents located adjacent to Devon House. If residents, located in the surrounding areas, and/or representatives from the hospital complain that the noise levels are too high and are disturbing them, the management of Devon House, after two warnings for the noise/sound levels to be brought down to reasonable levels, reserves the right to shut down the event without any liability to the event holder.

All evening events must come to an end no later than 2:00 a.m. in keeping with the Noise Abatement Act.

Licenses:

Under the Kingston and St. Andrew Corporation Regulations, it is necessary that each and every holder of a public event must obtain a License from the Kingston and St. Andrew Corporation. On receiving the License, the event holder must lodge the original of this License with the Half Way Tree Police and forward a copy of the document with a letter from the Police to Devon House Development Company Limited within three (3) working days before the scheduled occurrence of the event.

Catering Services:

Customers may make their own arrangements for catering services, which includes, engaging any of the Devon House concessionaires or any other mutually agreed concessionaire.

Decorations:

Customers must indicate whether they wish to use decorations. Customers shall not injure, cut or damage any of the walls, floors, ceilings or things of or in Devon House. Customers are prohibited from affixing or exhibiting decorations on the walls of Devon House through the use of thumbtacks, glue, tape or any other adhesive material. All decorations must be removed from Devon House and any other venue as soon as the function is finished. Devon House will not be responsible for damages to any equipment/material that is left/used on the property.

Equipment:

Full details of all items which will be used by the Customers before, during and after the function must be fully disclosed to Devon House Development Company Limited at least five (5) working days prior to the hosting of the event in order to determine whether the venue will have sufficient electricity capacity. Customers will be advised of any insufficiency in electrical capacity. The relevant equipment includes, but is not limited to, lighting, decorations and music.

Deposit and Payment:

A 25 % non-refundable deposit is required within seven days (7) of the application in order to secure your reservation. An additional deposit of 35 % is required within seven (7) days of the event being held. The remainder of the fee is due on the day prior to the commencement of the event.

Disclaimer and Indemnity:

Except in the case of negligence and or willful misconduct of Devon House Development Company Limited, its servants or agents, Devon House Development Company shall not be liable for the death of, or injury to any employee, agent or invitee of the Customer, or the damage to any property of theirs, or for any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by them.

The Customer shall be solely responsible for (and shall indemnify Devon House Development Company Limited on a full indemnity basis) against any damage to or loss arising from damage to any property of Devon House Development Company Limited where same resulted in willful, negligent or reckless act, default, or omission of the Customer, its agents, employees or invitees.

Security Requirements:

A Security fee is required for events that attract large numbers of patrons. Security needs may vary depending on the function. Devon House reserves the right to indicate the number of security personnel required for each function. The current security fee is \$3,000.00 per guard.

Date _____

Signature: _____

Signature: _____

Applicant

Devon House Development Co.

Contact:
Devon House Development Company
Tel: 929-6602/926-0815/926-0822
Fax: 926-0817
E-mail: devonhouse@cwjamaica.com
Website: www.devonhousejamaica.com