ROAD TOWN MARKET GAZEBO BOOKING APPLICATION FORM

Wickhams Cay Development Authority
177 Main Street, HR Penn Building
Road Town, Tortola
British Virgin Islands
Tel: (284) 494-3172

APPLICATION FORM FOR USE OF GAZEBO & OPEN SPACE FOR EVENT

NAME OF APPLICANT	**APPLICATION DATE (dd/mm/yy)**	
NAME AND ADDRESS OF BUSINESS/ORGANIZATION	**CONTACT INFORMATION**	
	CONT. NUMBER	
	EMAIL	
PROPOSED DATE FOR USE (dd/mm/yy)		
PURPOSE AND PRODUCTS		

Please note the following guidelines:

1. Your reservation is not confirmed until the security deposit of **One Hundred Dollars ($100.00)** is paid in full. The security deposit is refundable provided there is no damage, grease/oil/food waste or garbage left in, on or around the Kiosk.
2. Your reservation is not confirmed until the fee of **Seventy-Five Dollars ($75.00)** is paid in full.
3. A copy of the business' valid BVI Trade License must be provided.
4. The Gazebo, Open Space and surrounding areas shall be kept tidy during applicant's usage. Applicants must clean and restore the Gazebo, Open Space and its immediate surrounding areas after use.
5. Any individual handling food must possess a valid Food Handler's Certificate.
6. There shall be absolutely **no** dumping of food sauces, oil, grease or waste to the grounds or drainage.
7. There shall be absolutely **no** sale transactions with motorists in traffic.
8. Failure to comply with the above-mentioned guidelines can compromise applicant's future bookings with Wickhams Cay Development Authority.

I _____PRINT FIRST & LAST NAME_____ have provided a true description of my intended use of Road Town Market Square Gazebo and Open Space and will comply with the guidelines stated above.

_____
Applicant's signature

PHOTO ID

FOR OFFICIAL USE:

Permission is hereby granted to _____ to host _____ event at Road Town Market Square Gazebo and Open Space on date/s _____.

Comments: _____

_____ _____
Wickhams Cay Development Authority Official Date