



APPLICATION FORM

Date of Application: _____

Name of Applicant: _____ Name of Business: _____

Type of Business: _____ Owner of Business: _____

Address of Business: _____

Proposed Event Location: _____

Proposed Date: _____

Business Registration # _____ ID#: _____

Contact Information: _____ (H) _____ (W) _____ (C)

Have you ever held a Q in the Community before: Yes No

Previous Q in the Community Date: _____ Previous Location: _____

For Official Use Only

Date Application Received: _____

New Q in the Community Vendor: Yes: No:

Site visit completed: Yes: No:

Date Completed: _____

Comments: _____

Recommendations:

Venue: _____

Bathrooms: _____

Accessibility: _____

Parking: _____

Community Impact: _____

Music: _____

Are there persons of interest in your community: Yes: No: Yes: No:

Contact Information: _____

Payment Date: _____

Location Approved: Yes: No: Client Informed: Yes: No:

Application Received by: _____ Application processed by: _____



Thanks for your interest in hosting Q in the Community, please see the below information that guide you through the requirement for Q.

- Do apply for Police services, COSCAP and temporary -restaurant licenses and health certificates **four weeks (4)** in advance.
- Do ensure you apply for public liability insurance for your location.
- Do ensure you have the venue properly prepared before the day of your event-this may include de-bushing, clean up or clearing of any debris as pointed out during the site visit with the Q TEAM, and adequate garbage bins in place.
- The venue should be reasonably accessible by public transportation, should have reasonable access for parking and traffic flow, adequate space to accommodate numbers ranging between 1000-1500.
- Do inform CBC of any **additional vendors** that will be utilized for Q in the Community.
- Do ensure you have adequate bathrooms as recommended by the Q team a minimum of 4 chemical units
- Do have someone on hand to refresh and clean bathrooms for patrons comfort.
- Do ensure you have enough bins placed around the venue for refuse.
- Do ensure that the DJ hired is the recommended DJ from CBC.
- Do ensure you have a cover/tented area that is designated for dancing –this may be a paved area or decked area. **(Contact CBC where assistance may be needed).**
- Do have a minimum of 100 chairs and 6-8 tables or an adequate seating and eating areas for the lunch time crowd.
- Do ensure you have at least one drinks bar open by 11.00 am and one food stall ready to serve by 12.00 noon.
- Do keep your prices **'reasonable'** in keeping with the target group and the overall expectations of the Q following.
- Do make space for our sponsors and the Q broadcast team to be accommodated **(sponsors will be outlined by Q team).**
- Do respect our agreement for **exclusivity** of sponsored brands at Q in the community **for the entire event.**
- Do ensure that at least 2 domino tables are provided with 4 chairs each.
- Do ensure your staff is courteous and pleasant to your patrons.
- Do ensure you follow the laws of Barbados.