****  **NATIONAL CONSERVATION AUTHORITY**

**APPLICATION FOR USE OF OPEN SPACE/BEACH FRONT/PUBLIC PARK**

**FOR SPECIAL EVENTS.**

1. **INFORMATION ON APPLICANT**

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| **Full name of applicant: (Mr. /MS. /Mrs./****………………………………………………………………………………………………………………………….…………** |
| **Address of Applicant:****…………………………………………………………………………………………………………………………………………………** |
| **Address of Organization/Company (if different from above)** **…………………………………………………………………………………………………………………………………………………** |
| **Applicant’s position with the Organization/Company****…………………………………………………………………………………………………………………………………………………** |
| **Applicant’s Telephone No.** **(Day):………………………………………………………..…. ( Night):……………………….………………………………….** |

1. **EVENT LOCATION AND MANAGEMENT: Which site do you wish to use? (Place a tick** √ **next to the name of the site requested)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Pigeon Point** |  | **Troyua** |  | **Anse Gallet** |  | **Pointe Sables** |  | **Soufriere** |
| **Cas-en-Bas** |  | **Marisuel** |  | **Vigie** |  | **Rudy John** |  | **ANY OTHER ……..** |
| **Reduit/Ramp** |  | **Grand Anse** |  | **Tapion** |  | **Sable Richard** |  | **……………………………** |
| **Dauphin** |  | **Rat Island** |  | **Praslin** |  | **Roseau** |  | **…………………………….** |
| **Title of Event:** **…………………………………………………………………………………………………………………………………………………** |
| **Date of Event:****………………………………………………………………………………………………………………….……………………………..** |
| **Time of Event:****From……………………………………………………………………...To……………………………………………………………..** |
| **Brief description of event including aims and objectives:** |
| **What admission fee will be charged?****Adults $............................................................Children $........................................................................................** |
| **Access to site required:****From date: ……………………………..………………………… To Date………………………..………………………………..****Times: From;………………………………………am To……………………………............pm** |
| **Name(s) of person(s) in charge during event.****………………………………………………………………………………………………………………****Tel# Day…………………………………………….Night……………………………………………….** |

1. **CLASSIFICATION OF EVENT: (Tick** √) **the correct answer). Note that there are Deposit and User Fee Charges for these events.**

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| **Is This Event:**1. A fundraising event for a registered Charity? Yes () No ()

If yes provide details. …………………………………………………………………………………………….…………………………………………………………………………………….…………… |
| 1. **A commercial event. Yes () No ()**

Will you or any other person or concessionaire acting on your behalf be offering food and drinks for sale at the event**?**  |
| 1. **Private function? Yes () No ()**

Will you or any other person or concessionaire acting on your behalf be offering food and drinks for sale at the event?  |
| 1. **Will alcoholic beverages be sold?**

Yes () No () If yes list the beverages which will be sold.………………………… ………………………… ………………………..……………………… ……………………… ……………………….. |
| **A NON-REFUNDABLE User Permit Fee and a Refundable Deposit is payable to the National conservation Authority as part of the terms and conditions of this application.** |
| **FEE STRUCTURE** | **DEPOSIT/DAY** | **PERMIT FEE/DAY** |
| Mass Crowd Event/Activity: | $500 | $600 |
| Medium-Sized Crowd Event /Activity | $350 | $400 |
| Charitable Event/Activity | Free | Negotiable |
| **Payment of fee can be made in CASH to the accounts department of the National Conservation Authority. In the case of a recognized entity, payment can also be made by CHEQUE which must be written to the National Conservation Authority.**  **A receipt indicating proof of payment and a letter stating the terms and conditions on which the permit is granted will be handed to the applicant upon receipt of payment.** |
| **NB: Application form must be submitted in duplicate to the office of the National Conservation Authority at least two weeks in advance prior to the hosting of the Event to allow sufficient time for processing. You Must comply with the St. Lucia Solid Waste Management Authority‘s, NEMO, Environmental Health, Royal St. Lucia Police Force, and ECHO.** |

**Declaration: I am over 18 years of age. I have read this form in its entirety and agree to abide by the terms and conditions contained herein. I am aware that additional conditions which are specific to this event may be communicated to me at the time of application. I am also aware that should this event necessitate additional work for litter control or security, these costs will be met by the organization/company I represent.**

**Signed……..……………………………………….... Date……………………………….………………**