



JAMAICA NATIONAL HERITAGE TRUST APPLICATION FOR LICENCE FOR USE OF HERITAGE PROPERTY

Thank you for your interest in utilizing the services of the Jamaica National Heritage Trust (JNHT). All our heritage properties are declared as National Monuments or Protected National Heritage under the JNHT Act, 1985, and as such we take great pride in their management and development. Some of our properties are open to a variety of activities, which depending on the nature of the site, will require more stringent conditions. Guidelines setting out the conditions for the sites are available and should be consulted before the application is completed to ascertain whether your planned activity is allowed on the particular site.

Please submit completed form to our head office at 79 Duke Street, Kingston, or fax to 876-967-1703 or email to legal@jnht.com

1. Name of Applicant:

2. Address of Applicant (If the Applicant is a company please state the registered office)

3. Telephone Number: Electronic mail address: Facsimile Number:

Mobile Number

_____.

4. Property to be licensed:

Fort Charles	<input type="checkbox"/>	Roxborough	<input type="checkbox"/>
Seville Heritage Park	<input type="checkbox"/>	Historic Royal Naval Hospital	<input type="checkbox"/>
Blenheim	<input type="checkbox"/>	Stony Gut	<input type="checkbox"/>
Headquarters House	<input type="checkbox"/>	Shrine Area, National Heroes Circle	<input type="checkbox"/>

Other*: _____

*e.g. Stokes Hall, Colbeck Castle, Stewart Castle

5. What is the date of the proposed activity? _____ / _____ / _____

6. What time is the proposed activity expected to begin and when is it expected to end (including set up and clean up exercise)?

Begin at: _____ End at: _____

7. What is the purpose of the proposed activity? Please place a tick in the appropriate box(es).

Commercial/Private	<input type="checkbox"/>	Charitable	<input type="checkbox"/>
Commercial/Public	<input type="checkbox"/>	Personal	<input type="checkbox"/>
Educational	<input type="checkbox"/>	Government	<input type="checkbox"/>

Please provide details e.g. nature of event, activities to take place during event, equipment to be used etc.

8. Is there a charge for admission to the activity proposed?
 Yes No

9. Section of property requested for use:

10. What is the age group of Patrons / Guests who are expected to attend?

0 – 12 years	<input type="checkbox"/>
13 – 17 years	<input type="checkbox"/>
18 – 30 years	<input type="checkbox"/>
30 – 50	<input type="checkbox"/>
50 and over	<input type="checkbox"/>
There is no age limit	<input type="checkbox"/>

11. How many persons do you expect to attend (See guidelines for carrying capacity of each site) _____

12. Please see further conditions listed in the attached form.

I/We hereby certify that the information stated above is true to the best of my knowledge and I/we undertake to advise of any material changes in the information provided as soon as such information is available or made known to me.

Date:

Name

Signature

SCHEDULE

Use of the site shall be in accordance with the following conditions of contract:

1. The site shall be used exclusively for the licenced purpose.
2. There shall be absolutely no alteration, tampering, or removal of cannons or any artifacts, material or other property belonging to the Trust and on display on the sites without the prior written approval of the Trust.
3. There shall be no affixing of signs, banners or any other thing to the structure of any building on the licensed site without the permission of the JNHT.
4. There shall be no erection or installation of any permanent or immovable structures or fixtures on the property.
5. All equipment, temporary structures, installations, rubbish, and debris associated with the use of the site shall be removed by the Licensee within the period of use, and the Licensee shall be responsible for any costs associated with this exercise. Failure to comply with this provision will result in a surcharge to the licensee equal to 25% of the license fee plus \$2,000.00 for each additional hour or part thereof past the license period. If after a time agreed to between the licensor (that is an extension of the period as stated in item 6 of the Application Form) and the licensee for the cleaning of the property has elapsed, and the property is still not cleaned, then the licensor will undertake to clean the site and the licensee shall be responsible for any costs associated with this exercise in addition to the above mentioned surcharges .
6. Any damage done to the site or its fixtures during the period, shall be repaired or replaced at the expense of the Licensee within an agreed time. Failure to comply with this provision will result in the licensee being charged a sum equal to 25% of the license fee or the appraised value, as determined by an agent appointed by the JNHT, whichever is greater.
7. The Licensee shall ensure that publicity arising from the use of the site shall at all times maintain and protect the good name of the site, the Trust and Jamaica. Shall there be any act that brings the good name/image of the site or the Trust into public disrepute, then a charge, as determined by an agent appointed by the JNHT, equivalent to the cost of mounting a campaign to repair or restore the image will be levied against the licensee.

8. Any historical data relating to the site which will or may be used in promoting this event shall be with the prior approval of the Trust to ensure the accuracy and authenticity of the information.
9. There shall be no use of 'open' fire or 'naked' flame, such as bonfire, coal fires, torches etc., on the site, however, in the event that the Licensee may require such use for a particular activity prior written approval of the Trust must be sought.
10. The Trust reserves the right to have at least two members of staff on the site at all times during the period of use and the Licensee shall grant them access to the site and recognize them as the representatives of the Trust on location.
11. The Trust accepts no liability in respect of any loss or damage to any item or property of the Licensee or any person on the site during the period of use.
12. The Licensee shall be responsible for all loss or damage to the site and/or its fixtures or contents, and for any injury to persons or animals caused by or in consequence of any act or omission on the part of the Licensee, its agents or servants, invitees or other persons associated with the use of the site, and the Licensee shall keep the Trust indemnified in respect of any such loss, damage, or injury.
13. Where the licence is granted for filming and/or photography (for distribution), the Licensee shall provide the Trust with two (2) copies of the completed film or photograph(s) within two (2) weeks of publication*.

*Publication shall mean the issue of copies of the film or photograph to the public (whether by way of sale or otherwise) including, where the work is a literary, musical, dramatic or artistic work, the making available of copies to the public by means of an electronic retrieval system; and all related expressions shall be construed accordingly.