



Main Training Room		TT\$	VAT	TOTAL	NOTES	
5 hours	Whole Day	\$ 2,500.00	\$ 375.00	\$ 2,875.00	Blue Room complimentary for lunch; cost of podium/flipchart/multimedia projector/video/ screen are included in the rental rate	
< 5 hours	Half Day	\$ 1,500.00	\$ 225.00	\$ 1,725.00	Blue Room complimentary for lunch; cost of podium/flipchart/multimedia projector/video/ screen are included in the rental rate	
* CDN will be offering simultaneous translation and interpretation equipment and services very soon. These will attract separate costs for the provision of these services						
Blue Room		TT\$	VAT	TOTAL	NOTES	
6+ hours	Whole Day	\$ 1,200.00	\$ 180.00	\$ 1,380.00	Multimedia equipment if required can be arranged but is not included in the rate	
< 5 hours	Half Day	\$ 600.00	\$ 90.00	\$ 690.00	Multimedia equipment if required can be arranged but is not included in the rate	
Catering		TT\$	VAT	TOTAL	NOTES	
<b>CATERING SERVICES - 7:30 a.m. to 4:00 p.m.</b>						
	Morning Snacks	\$ 20.00	\$ 3.00	\$ 23.00	per person	2 snacks - 1 savoury + 1 fruit
	Afternoon Sweet/Pastry item	\$ 8.00	\$ 1.20	\$ 9.20	per person	1 small sweet item
	Lunch Options	\$ 100.00	\$ 15.00	\$ 115.00	per person	with dessert - poultry; fish
		\$ 105.00	\$ 15.75	\$ 120.75	per person	with dessert; poultry (more exotic) + fish
		\$ 110.00	\$ 16.50	\$ 126.50	per person	with dessert - poultry, lamb, fish
		\$ 115.00	\$ 17.25	\$ 132.25	per person	with dessert - poultry, lamb, shrimp
	Drinks	\$ 15.00	\$ 2.25	\$ 17.25	per person	Coffee, tea, juice, water (refilled whole day)
<b>CATERING SERVICES AFTER 4:00 p.m.</b>						
	Drinks	\$ 15.00	\$ 2.25	\$ 17.25	per person	Coffee, tea, juice, water (refilled)
	Waitress/ Maid service	\$ 125.00	\$ 18.75	\$ 143.75	per person	4:00 pm- 8:00 pm
	Tea Plate	\$ 25.00	\$ 3.75	\$ 28.75	per plate	3 items: Savory + sweet + fruit
Computers		TT\$	VAT	TOTAL	NOTES	
P.C.	- 2.0 GHZ processor; 1.0 Gb RAM; 80.0 Gb HDD	\$ 160.00	\$ 24.00	\$ 184.00	per pc; per day	The required Microsoft Office software or other required will be temporarily installed
Extras		TT\$	VAT	TOTAL	NOTES	
	Organisational fee	\$ 350.00	\$ 52.50	\$ 402.50	per day	
	Multimedia Projector	\$ 800.00	\$ 120.00	\$ 920.00	per day	
	Internet	\$ 18.00	\$ 2.70	\$ 20.70	per day	for 1 laptop
	Access	\$ 230.00	\$ 34.50	\$ 264.50	per day	for all laptops