



LYNDEN PINDLING INTERNATIONAL AIRPORT

SPECIAL EVENT APPLICATION

As a prerequisite to hosting any special events at Lynden Pindling International Airport (LPIA), an event sponsor must obtain written approval from the Nassau Airport Development Company Ltd (NAD). To initiate the approval process, event sponsors must submit a completed Special Event Application. The suggested time frame to properly complete an application and receive final approval is at least thirty (30) days prior to the event date.

Applications should be sent to the following address for review and approval:

Attn: Candice Thompson
Manager, Marketing and Communications
Nassau Airport Development Company Ltd.
Windsor Field,
Nassau, Bahamas
Email: candice.thompson@nas.bs

Upon receipt of the application, NAD staff will confirm receipt and determine whether the requested date is available or offer an alternate date. If all information is available for processing then the event sponsor should expect to receive confirmation of the event within 7 days of submission of the event application.

Confirmation of the event may be delayed if information required is not submitted in a timely manner.

NAD will consider applications for the use of its event space for corporate, charitable and social special events like meetings, receptions, dinners, photo shoots, weddings, parties, travel hospitality and product promotions. Approval by NAD for special event activities will be determined on a case-by-case basis. NAD reserves the right to reject any application received.

PLEASE COMPLETE ALL SECTION OF THE FORM RELEVANT TO YOUR EVENT.

LYNDEN PINDLING INTERNATIONAL AIRPORT

SPECIAL EVENT APPLICATION

Date submitted: _____

GENERAL INFORMATION SECTION

1. Event Sponsor: _____
Sponsor email: _____ Sponsor phone contacts: _____
2. Description of Special Event (including name of event and purpose):

3. Special Event contact person or Event Planner: _____
Sponsor email: _____ Sponsor phone contacts: _____
5. Estimated NUMBER OF GUESTS: _____
6. EVENT DATE: _____
7. EVENT TIME AND DURATION: From _____ AM/PM to _____ AM/PM
8. Event Set Up Time: _____
9. Event Breakdown Time: _____

Please note all events must END by 11:00pm with breakdown complete by 12:00 midnight

EVENT PARKING SECTION

Please note that parking is not included in the facility rental fee. Event guests will be required to park their vehicles in designated spaces at the airport. Reduced parking fees and the ability to pre-pay parking for guests is offered.

10. Estimated number of guest and staff vehicles: _____

Vehicles cannot be left unattended around the terminal building. If vendors or event personnel must unload items kindly arrange for a person to remain with the vehicle at all times.

FOOD AND BEVERAGE SECTION

11. Will alcohol be served? Yes No

12. If your response to #14 is yes, will alcohol be for sale? Yes No Please note the sale of alcohol requires a permit. Please ensure that NAD is in receipt of your permit to sell alcohol prior to your event.

13. Will food be served? Yes No

14. If your response to #20 is yes, will food be for sale? Yes No Please note the sale of food requires a permit. Please ensure that NAD is in receipt of your permit to sell food prior to your event.

Please note that NAD will only permit sternos and chaffing dishes for the warming of food. BBQ grills, flame torches and food action stations requiring open flames are not permitted.

EVENT SET UP SECTION (WATER AND ELECTRICAL REQUIREMENTS)

15. Please check if you will be using the following sound systems or temporary lighting.

- Amplified sound/speaker Live Music Recorded Music Public Address System
 Temporary outside lighting Temporary indoor lighting Spot light of any kind

Please note that no amplified sound is allowed after 11:00pm. Further, lighting must not interfere with aircraft operations or impede the ability of air traffic control, pilots, ground control, operations, or any other primary service to safely conduct their jobs or interfere with safety lighting in place on the Airport.

16. Will your event require electrical power to be provided by NAD? YES NO

If yes please describe power usage: _____

17. Will your event require running water to be provided by NAD? YES NO

If yes please describe water usage: _____

Please Note: Limited water and electrical power are available at the rental facility. (A nominal fee could be charged for electricity and will be payable upon approval of the application). Additional generator power or water supply is the responsibility of the applicant.

EVENT SET UP SECTION (FLOOR PLAN AND ACTIVITIES)

18. Describe your layout plan indicating staging areas and locations of food tables, bar, dancing, stage, displays, etc. (or attach layout map): _____

19. Describe any other planned activities during the event: _____

20. Provide any additional information regarding the event: _____

MEDIA SECTION

21. Do you anticipate or plan to invite any media personnel to the event? **Yes** **No**

If your response is yes, contact Candice Thompson, Manager, Marketing and Communications at 242 702 1000 or Candice.thompson@nas.bs

22. Do you or the event sponsor anticipate or plan to do any filming at the event for commercial purposes? **Yes** **No**

23. If your response is yes, contact Candice Thompson, Manager, Marketing and Communications at 242 702 1000 or Candice.thompson@nas.bs