

**Nassau Airport Development Company
Special Events Policy**

1. Background

The Nassau Airport Development Company (NAD) is responsible for the efficient and safe operation of the Lynden Pindling International Airport (LPIA). NAD has the responsibility to conduct the operations of LPIA in accordance with the terms of a 30-year lease with the Airport Authority dated April 1, 2007.

NAD's mission is to distinguish LPIA as one of the world's leading airports known for providing an exceptional customer experience in a safe, friendly, clean, efficient and self-sustaining operation. As such, NAD establishes fees and charges for the use of its facilities and rules and regulations that all users of LPIA are obligated to abide by.

In its conduct of the operations of LPIA, NAD is committed to the highest standards of integrity, being a good neighbor to the surrounding community and to environmentally sustainable practices.

2. Purpose

While the principal use and purpose of LPIA is for aviation related activities, NAD has space available to the public that may be used for corporate, charitable and social special events like meetings, receptions, photo shoots, weddings and parties. NAD has established this policy to outline the special terms and conditions that apply to the use of LPIA and to insure that the primary purpose and facilities of the airport are not compromised. By granting permission for non-aeronautical activities to take place at the airport, NAD seeks to increase the exposure of the public to LPIA and to engender a sense of pride in the facility by Bahamians.

NAD reserves the right to modify this policy from time to time on a case-by-case basis.

3. Definitions

For the purpose of this policy, the following definitions apply;

SPECIAL EVENT: An activity or event held at LPIA where an agreed number of participants will attend and be hosted by an event sponsor. The events are restricted to public areas of the airport and subject to the rules and regulations of NAD. The activities are non-aeronautical in nature and outside of the normal and principal use and purpose of LPIA.

SPECIAL EVENT SPONSOR or EVENT SPONSOR: This is the entity or individual to whom NAD grants permission to host a special event and enters into contract with for the use of its facility.

EVENT PLANNER: The agent or employee of the Special Event Sponsor who is identified as the primary contact for information and decisions pertaining to the event.

SPECIAL EVENT APPLICATION: This form is to be completed by the Special Event Sponsor to initiate the approval process for rental of the gardens.

Completion of the form allows the event sponsor to outline the plans and requirements for the event and present them to NAD for consideration.

SPECIAL EVENT AGREEMENT: This is an agreement between NAD and the Special Event Sponsor indemnifying NAD and outlining the limitations of NAD's liability as a result of NAD's approval of the Special Event.

LOUD MUSIC OR PUBLIC ADDRESS ANNOUNCEMENTS: Any music or announcement that can be heard beyond the perimeter of the event space or the perimeter fence of the Airport regardless of the location of the music or announcement being generated.

4. AVAILABLE FACILITIES:

Garden C (see attached map of event space)

Rest Room Facilities (Terminal C)

Maximum allowable guests 200

5. SPECIAL EVENT FEE SCHEDULE:

The following fee schedule applies for all Special Event permits at LPIA:

Garden C - ONE DAY OR SINGLE EVENT (introductory rate): B\$1,250.00 + Security Deposit.

Payment in full is required to confirm an event date and location. In addition to the event fee and deposit listed above, NAD reserves the right to charge for direct expenses, personnel reimbursement expenses and expenses due to damage during the use of its facilities.

6. CANCELLATIONS

Our policy allows for cancellation with full refund of payments if cancellation is received 30 days or more **prior** to the date of the event.

NAD reserves the right to withhold 50% of the event security deposit if cancellation is within (less than) 30 days of the event date.

NAD reserves the right to withhold 100% of the event security deposit if cancellation is within (less than) 14 days of the event date. In the event of cancellation due to weather, please see section 11 of this policy.

Further, NAD will withhold refunds to cover the costs of any work done or contracted by NAD in support of the cancelled event.

7. AGREEMENTS, INSURANCE, PERMITS AND LICENSES:

Persons requesting use of the Airport for a Special Event must first submit a Special Events Application (see attached in schedule A) for approval to the Manager, Marketing and Communications . The Manager may also require the event sponsor to enter into a Special Events Agreement indemnifying NAD and its agents (see attached in schedule A) prior to the use of the facility.

Proof of insurance may be required from the event sponsor prior to the event. The Certificate of Insurance must name Nassau Airport Development Company and its agents as additional insured. This certificate should cover the entire time of the event including set up and break down periods. It should include at a minimum \$1 million in liability insurance for public liability, property damage, bodily injury and liquor liability if alcoholic beverages will be served. NAD reserves the right to require additional or lesser amounts of insurance depending on planned activities.

It is the responsibility of the event sponsor to obtain any and all required permits issued by the Government of The Bahamas prior to the use of the Airport facilities.

8. SMOKING AND ALCOHOLIC BEVERAGES

All facilities at the Airport are NON-SMOKING. Smoking is strictly prohibited in the Airport facility. Any smoking must occur outside the terminal building and away from any Airport structure.

No beer, wine, or any liquors of alcoholic content may be sold, given away or consumed at a Special Event on Airport property without prior written consent from NAD, and then only in compliance with the laws of The Commonwealth of The Bahamas regulating the sale and use of alcoholic beverages. In addition, specifically, no alcoholic beverages may be served to any minor on the premises.

9. PARKING

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 will be offered for special events and must be coordinated with the Manager, Marketing and Communications at the time your function is booked. Parking fees are not included in the event fees indicated in Section 5.

10. RESTRICTIONS ON USE OF FACILITIES:

NAD reserves the right to limit the hours of activities, the volume of music/noise generated, the number of amplified speakers and the type of language being generated for all activities conducted by the event sponsor requesting use of its facilities. Activities will be restricted to the following days and hours unless special permission is granted by NAD otherwise:

Sunday to Saturday 9:00am to 11:00pm

All activities must end by 11:00pm with breakdown completed by 12:00 midnight. Event set up time in Garden C is 2-3 hours prior to your scheduled event time.

Further, NAD will not permit activities that will in any way affect the normal use and operations of LPIA, cause any disturbances, breach any security measures, or break any rules or regulations of the airport or the Commonwealth of The Bahamas.

11. WEATHER

NAD event spaces are outdoor facilities and as such are subject to weather conditions. Should an event have to be cancelled due to inclement weather, NAD will work with the event sponsor to re-book the event on a date the garden is available. Otherwise the event fees paid will be returned to the event sponsor less any charges incurred in preparation for the event. The cancellation of an event because of a weather condition is within NAD's sole discretion upon consulting with the Special Event Sponsor.

12. PERMITTED USES:

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 in NAD's sole discretion.

13. RESTRICTED ACTIVITIES:

NAD reserves the right to restrict any activity that will in any way damage its facilities, create an unsafe environment at the airport or breach its security measures.

- All facilities at the Airport are NON-SMOKING. Smoking is strictly prohibited in the Airport facility. Any smoking must occur outside the terminal building, away from any Airport structure.
- Vehicles may not 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.
- Please note that NAD limits the use of open flames at its special event locations and will only permit sternos and chaffing dishes for the warming of food and any candles must have a glass sleeve. All other open flames like BBQ grills, flame torches and action cooking stations are strictly prohibited.
- No amplified sound is allowed after 11:00pm.

- NAD permits the use of limited event lighting however, 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.
- Use of water and electrical power is permitted and available at the rental facility on a limited basis. Anticipated power and water usage should be outlined on the Special Events Application Form.
- While tents are permitted in the areas set aside for special events, please note that the use of tent stakes is prohibited. Tents must be safely secured for use by alternative means.
- NAD reserves the right to restrict the use and placement of event equipment, decorations and props that may damage the facility.
- The releasing of balloons, fireworks, birds and any other items into the air is prohibited. Rice, confetti and birdseed are not allowed.
- The feeding of wild life and domestic animals is prohibited.

14. EVENT SET UP AND LOGISTICS

The event venue will be available for set up 2-3 hours prior to your event. An earlier set up time cannot be guaranteed but may be requested from the Manager, Marketing and Communications. Breakdown must begin at 11:00pm as NAD expects all events to end by 12:00 midnight with the facilities restored to their original condition.

As part of the rental fee, NAD will supply garbage receptacles for all special events. The event sponsor is responsible for restoring the area to its original condition by generally cleaning the area and placing trash in the receptacles provided. Failure to do so could mean forfeiture of the event deposit and additional charges being assessed to the event sponsor. All other items must be removed from the event venue by midnight on the evening of the event. NAD will not be held liable for any items left at the event venue.

All deliveries to the Airport from vendors providing service to your special event must be coordinated with the Manager, Marketing and Communications to ensure proper parking, off-loading and loading of items.

15. Exceptions

Exceptions to the requirements of this policy are expected to be rare, but may be considered in extraordinary circumstances. Requests for exceptions must be made in writing to the Manager, Marketing and Communications.