

**Ministry of Environment, Solid Waste Management and Climate Change
(Environment and Climate Change Division)**

Tel: (230) 203-6200; Fax: (230) 211-9524

Website: <https://environment.govmu.org/Pages/Index.aspx>

APPLICATION FORM
USE OF THE QUATRE SŒURS REFUGE CENTRE

Serial No: of 2023

| Section I: Applicant's Particulars | | |
|------------------------------------|--|---|
| 1. | Ministry/ Department/ Organisation | |
| 2. | Represented by | |
| 3. | Address | |
| 4. | Telephone No. | |
| 5. | Mobile Phone No. | |
| 6. | Email address | |
| Section II: Booking Details | | |
| 7. | Booking required for <i>(please tick as appropriate)</i> : | |
| | <input type="checkbox"/> | Disaster management awareness campaign/ awareness campaign |
| | <input type="checkbox"/> | Seminar/ workshop/ talk/ conference/ capacity building programme |
| | <input type="checkbox"/> | School activity |
| | <input type="checkbox"/> | Small and Medium Enterprises (SMEs) fair |
| | <input type="checkbox"/> | Indoor game/ competition |
| | <input type="checkbox"/> | Self-defence training/ zumba/ dance/ aerobic/ keep fit activities |
| | <input type="checkbox"/> | Others |
| 8. | Date of Event | (date) / (month) / 2023 |
| 9. | Time of event | From hours to hours |

| | | |
|-----|---|--|
| 10. | Expected Number of participants/ guests | |
|-----|---|--|

Section III: Rates

11. The cost of overtime in respect of staff of the MOESWMCC who may be required to be present during the use of the QSRC for the holding of activities, shall be met by the Applicant.

The amount due should be paid to the Finance Section of the Ministry of Environment, Solid Waste Management and Climate Change (Environment and Climate Change Division).

Section IV: Undertaking by Applicant

(i) I/We undertake to abide by the conditions attached to the use of Quatre Sœurs Refuge Centre as mentioned in the **“Policies & Rules for the Use of the Quatre Sœurs Refuge Centre”**, at Annex.

(ii) I/We understand that failure to comply with the attached conditions may lead to action(s) as deemed appropriate by the Ministry of Environment, Solid Waste Management and Climate Change.

Name:

Designation:

Signature: Date:

Section V: Office Use

12. **Recommended by:**

Name:

Designation:

Signature: Date:

13. **Approved by:**

Name:

Designation:

Signature: Date:

**Ministry of Environment, Solid Waste Management and Climate Change
(Environment and Climate Change Division)**

POLICIES & RULES
FOR THE USE OF THE QUATRE SŒURS REFUGE CENTRE

1.0 Statement

- 1.1 The Quatre Sœurs Refuge Centre (hereinafter referred to as QSRC), which falls under the purview of the Ministry of Environment, Solid Waste Management and Climate Change (hereinafter referred to as MOESWMCC), was constructed under grant funding secured from the Adaptation Fund set up under the Kyoto Protocol of the United Nations Framework Convention on Climate Change.
- 1.2 The objective of the QSRC is to provide an emergency and temporary safe shelter for exposed communities of the south-eastern coastal region of Mauritius in the event of severe storm surges and/or other natural calamities.
- 1.3 These guidelines accordingly set forth the terms and conditions under which the QSRC may be made available to Ministries/Departments and other public bodies for the organisation of activities such as workshops, conferences, capacity building programmes and games during normal circumstances.

2.0 Priority Use

- 2.1 Priority use of the QSRC shall be given, in order of preference, to: -
- (i) the Ministry of Social Integration, Social Security and National Solidarity for use as an Evacuees Centre in the event of any natural disaster;
 - (ii) the National Disaster Risk Reduction and Management Centre of the Ministry of Local Government and Disaster Risk Management for activities such as training, drills, simulation exercises and public awareness campaigns; and
 - (iii) activities organised by the MOESWMCC.
- 2.2 The QSRC will be unavailable for use by public bodies, other than those mentioned at paragraph 2.1 above, during every cyclonic season, that is, from mid-November to April of the next year, as well as during a tsunami warning,

torrential rain, flood, storm surges, coastal inundation and/ or any other natural calamity.

3.0 Operation under Normal Circumstances

3.1 Notwithstanding clause 2.2, the QSRC may be made available to Ministries/ Departments and other public bodies during the cyclonic season, provided that no cyclone warning is in force. However, any such reservation may be cancelled without any prior notice, and at no claim to the MOESWMCC, in the event of a cyclone warning or any natural disaster.

3.2 Under normal circumstances, the QSRC may be made available to Ministries, Departments, Parastatal Bodies, local authorities and other public bodies, for the organisation of the following activities: -

- (i) disaster management awareness campaign/ awareness campaign;
- (ii) seminar/ workshop/ talk/ conference/ capacity building programme;
- (iii) school activity;
- (iv) Small and Medium Enterprises (SMEs) fair;
- (v) indoor game/ competition;
- (vi) self-defence training/ Zumba/ dance/ aerobic/ keep-fit activities not requiring major equipment.

3.3 The following types of activities shall not be permitted within the premises of the QSRC: -

- (i) weddings and other private activities;
- (ii) meetings/ gatherings by political parties;
- (iii) sports and keep-fit activities requiring equipment (e.g. badminton, table tennis etc.); and
- (iv) paying or profit-making activities.

4.0 Reservations

4.1 The facilities of the QSRC will be made available, on a reservation basis, subject to the terms and conditions set forth in these guidelines and to any other terms and conditions as may be imposed by the MOESWMCC.

4.2 All applications for reservation must be made as per the prescribed form, at least 15 working days prior to any scheduled event and submitted electronically at menv@govmu.org or by post addressed to the Permanent Secretary, Ministry of Environment, Solid Waste Management and Climate Change (Environment and Climate Change Division), 10th floor, Ken Lee Tower, Corner Barrack and St Georges Streets, Port Louis.

- 4.3 Applications received will be considered on a first come first serve basis..
- 4.4 The MOESWMCC reserves the right to: -
- (i) refuse any application; and
 - (ii) cancel a booking in case of any natural disaster.
- 4.5 All reservations must be confirmed in writing by the MOESWMCC. No oral agreement for use of the QSRC shall be valid.

5.0 Fees/ Charges

- 5.1 There shall be no rental charge/ fee for the use of the QSRC by public bodies.
- 5.2 However, the cost of overtime in respect of staff of the MOESWMCC who may be required to be present during the use of the QSRC for the holding of activities, shall be met by the public body concerned.

6.0 General Terms and Conditions

- 6.1 The public body shall comply with all legislation in force and with the terms and conditions set by the MOESWMCC for the use of the QSRC.
- 6.2 The QSRC shall be used exclusively for the purpose for which an application is approved and the public body shall vacate the premises within the time limit approved by MOESWMCC. The rental of space does not infer exclusive use of the entire facility.
- 6.3 No alteration/renovation shall be made to the building. Alterations related to set-ups such as display booths or workshop materials, if required, shall be made with the authorisation of the MOESWMCC at the applicant's own expense.
- 6.4 The consumption of alcohol, smoking, the cooking of food, the use of gas/ cooking appliances, and gambling activities are strictly prohibited within the premises of the QSRC.
- 6.5 The public body shall not collect fees at the QSRC or the area surrounding the facility unless prior written approval has been granted by the MOESWMCC.
- 6.6 The MOESWMCC shall have the right, at any time, to enter any and all parts of the premises for the purpose of inspection.

7.0 Liability

- 7.1 The MOESWMCC shall not be held liable for lost or stolen items, or for injuries sustained during any activity, or for damages to persons or property arising out of the use of the QSRC or its premises by the public body.
- 7.2 The public body shall return the QSRC to the MOESWMCC in its original state and shall be responsible for any loss or damage to the facilities or equipment.
- 7.3 In the event repairs have to be undertaken to make good damages caused to the QSRC or to its facilities, directly or indirectly by the public body, the latter shall meet the cost of such works.

10 May 2023