



BARBADOS
REVENUE AUTHORITY



HOW TO DECLARE AN EVENT FOR THE PROMOTION OF PUBLIC ENTERTAINMENT

Email: publicentertainment@bra.gov.bb

Call: 231-9405 / 231-8996

VISIT US: publicentertainment.bra.gov.bb

[#PublicEntertainmentPortal](https://twitter.com/PublicEntertainmentPortal)



01 Get Started



[Public Entertainment Portal Home](#)

[Online Services](#) ▾

[Help & FAQs](#)

 WELCOME
Jane Doe ▾

Declaration for the Promotion of Public Entertainment

A person or company is considered a promoter of public entertainment if the person or company arranges the staging of public entertainment to which the general public is invited.

To register an event, promoters must file the Declaration for the Promotion of Public Entertainment.

Click on the "Get Started" button to complete the application form.

Should you have any questions, please visit our [Frequently Asked Questions](#) section or call us at (248) 232-2045 or via email at publicentertainment@bra.gov.bb.

[Get Started](#) ↗

To continue an existing application form, please click the link in the email that was sent to you or enter the Confirmation Code below.



02

After you click “Get Started”, a 2-step informational page appears.

STEP ONE

Start the Promotion of Public Entertainment Licence Application Form

- This form is divided into five (5) sections
- Please follow the instructions in each section until the application form is completed
- All questions are mandatory
- You are not required to complete the application form in one sitting
- You may use the “Save Application” button and return to the application form later

STEP TWO

Submit Application Form

- After submitting the application form, you will be able to make changes up to ten (10) days before the event date. After that, you not be able to make any further changes

AFTER YOU HAVE READ EACH STEP ABOVE CAREFULLY, CLICK THE BUTTON TO START COMPLETING THE APPLICATION FORM.

[Complete Application Form Now →](#)

Click “Complete Applicate Form Now”



03 The application is broken down into 5 parts

1. General Information
2. Event Information
3. Additional Information Declarations
4. Documentation &
5. Review & Submit

Under “General Information” you can provide the promoter information as either of the following categories:

- a. Individual
- b. Company
- c. Business Name

04

See screenshots below for the information required for each category.

Individual

Promoter Information

- Type of Promoter**
- Title**
- Type of Identification**
- Address of Promoter**
- Email Address**
- Telephone Numbers**
- Residency Status**
- Tax Identification Number (TIN)**
- Are you an agent completing this application on behalf of the Promoter?**
 Yes No

[Continue to Next Section](#)



05 Company

Promoter Information

• Type of Promoter

COMPANY

• Name of Business/Company

Example: Super Supermarket, etc.

Enter the FULL NAME of the Business/Company as it appears on the documents from Corporate Affairs.

• Registration Number

Example: 43996

This information can be found on the Company's Registration documents from Corporate Affairs. [See example document](#)

• Business/Company Contact Person

TITLE

First Name

Last Name

• Address of Promoter

Line 1

Line 2

City

State/Parish

Zip/Postal Code

COUNTRY

• Email Address

Email Address

• Telephone Numbers

Home Number

Work Number

Cell Number

• Residency Status

RESIDENT

• Tax Identification Number (TIN)

06 Business Name

Promoter Information

• Type of Promoter

COMPANY

• Name of Business/Company

Example: Super Supermarket, etc.

ⓘ Enter the FULL NAME of the Business/Company as it appears on the documents from Corporate Affairs.

• Registration Number

Example: 43996

ⓘ This information can be found on the Company's Registration documents from Corporate Affairs. [See example document](#)

• Business/Company Contact Person

TITLE

First Name

Last Name

• Address of Promoter

Line 1

Line 2

City

State/Parish

Zip/Postal Code

COUNTRY

• Email Address

Email Address

• Telephone Numbers

Home Number

Work Number

Cell Number

• Residency Status

RESIDENT

• Tax Identification Number (TIN)



07 Event Information

Under “Event Information” you can provide information about the Event/Show as well as Ticketing information.

Events & Shows

- Name of Headline Event/Show

- Please list your event and dates below:

#1 EVENT DETAILS

Name of Show

Ex: MY EVENT

Venue

Ex: FARLEY HILL

Date

mm/dd/yyyy



Start Time

--:-- --



End Time

--:-- --



Add New Item

 Please note that declarations must be received at least twenty-one (21) days prior to the event.

Tickets

- Please indicate the type of tickets available for sale:

[Continue to Next Section](#)

[Save](#)

or [go back?](#)

08

The portal allows for information for both online and physical tickets to be entered

Tickets

• Please indicate the type of tickets available for sale:

BOTH

Online Tickets & Pricing

• Please indicate the Online Ticketing facility:

TICKETNATION

• Please list your categories, quantities and pricing of online tickets below:

	CATEGORY	# OF TICKETS	PRICE	
#1	GENERAL	1000	50	
#2	VIP	200	150	

 Add New Item

Physical Tickets & Pricing

• Please list your categories, quantities and pricing of physical tickets below:

	CATEGORY	SERIAL START #	SERIAL END #	PRICE	COLOR	
#1	GENERAL	0001	1000	50	BLUE	
#2	VIP	1001	1200	150	RED	



09



Additional Information

Under “Additional Information” you can provide information about the following:

- a) Bars & Food Stalls
- b) Entertainers & Bands
- c) Disc Jockeys (DJs)
- d) Sponsors & Donors
- e) Security

Bars & Food Stalls

Please indicate the names of the Bar or Food Stall Concessionaire(s):

	NAME OF CONCESSIONAIRE	TIN	CONCESSION FEE (\$)	
#1	<input type="text" value="Name"/>	<input type="text" value="TIN"/>	<input type="text" value="Fee"/>	

[+ Add New Item](#)

Please ensure you have the names and TINs of your bar and food stall concessionaires.

Entertainers & Bands

Please indicate the names of any Entertainers or Bands (Foreign/Local) hired for the event:

	NAME OF ENTERTAINER	RESIDENCY STATUS	TIN	CONTRACTED FEE (\$)	
#1	<input type="text" value="Name"/>	<input type="text" value="RESIDENT"/>	<input type="text" value="TIN"/>	<input type="text" value="Fee"/>	

[+ Add New Item](#)

Please note that TINs are required for Entertainers/Bands Resident for tax purposes. You will also be required to upload supporting contracts for all Foreign Entertainers/Bands.

Please ensure you have the names and TINs of your entertainers and bands.

Note: No TIN is required for Non-Resident persons.

10

Disc Jockeys (DJs)

Please indicate the names of the Disc Jockeys (DJs) hired for the event:

	STAGE NAME	LEGAL NAME	RESIDENCY STATUS	TIN	AMOUNT PAID (\$)	
#1	<input type="text" value="Stage Name"/>	<input type="text" value="Legal Name"/>	<input type="text" value="RESIDENT"/> <input type="button" value="v"/>	<input type="text" value="TIN"/>	<input type="text" value="Fee"/>	<input type="button" value="x"/>

+ Add New Item

ⓘ Please note that TINs are required for DJs Resident for tax purposes.

Please ensure you have the names and TINs of your disc jockeys (DJs).
Note: No TIN is required for Non-Resident persons.

Sponsors & Donors

Please indicate the names of any sponsors, donors or contra agreement person(s):

	NAME OF SPONSOR/DONOR	TIN	AMOUNT (\$)	
#1	<input type="text" value="Name"/>	<input type="text" value="TIN"/>	<input type="text" value="Fee"/>	<input type="button" value="x"/>

+ Add New Item

ⓘ You will be required to upload supporting contracts for all sponsors, donors or contra agreements.

Please ensure you have the names and TINs of your sponsors & donors.

Security

Please indicate the names of the Security Personnel hired for the event:

	NAME OF SECURITY FIRM	TIN	AMOUNT PAID (\$)	
#1	<input type="text" value="Name"/>	<input type="text" value="TIN"/>	<input type="text" value="Fee"/>	<input type="button" value="x"/>

+ Add New Item





11 Documents & Declarations

Under “Documents and Declarations” you will be allowed to upload any supporting documentations. This includes contracts, airline tickets, accommodation and any other information to support your application for permission to promote your event.

Please upload and confirm the following items listed below.

Entertainer/Band Contracts
 No file chosen
Accepted file types: .doc, .docx, .png, .jpeg, .jpg, .gif. Maximum file size: 5 MB.

Sponsors & Donor Contracts
 No file chosen
Accepted file types: .doc, .docx, .png, .jpeg, .jpg, .gif. Maximum file size: 5 MB.

I shall pay of least **SEVEN (7) BUSINESS DAYS** for resident promoters and **45 (45) DAYS** non-resident promoters before staging the event to the Revenue Commissioner an amount equal to 5% of the value of the tickets printed for the show or a sum to be determined in accordance with section 34 subsection (3) or (3A) respectively of the Value Added Tax Act, Cap. 87.

I am aware that section 34 subsection (10) of the Vat Act states that "A promoter who contravenes subsection (8), (8A) or (9) is guilty of an offence and is liable on summary **NAME OF SHOW VENUE DATE TIME ALL CORRESPONDENCE MUST BE ADDRESSED TO THE REVENUE COMMISSIONER** conviction to a fine of \$10,000.00 or imprisonment for 2 years or both; and, in addition, is liable to pay the Revenue Commissioner forthwith an amount equal to 17.5 per centum of the value of the tickets printed for the entertainment.

I shall comply with section 76 of the Barbados Income Tax and VAT Act which allows officers from the Barbados Revenue Authority, authorised by the Revenue Commissioner to enter and carry out the function of audit which may require providing information, documents and the overseeing of counting and movement of cash, as it relates to all aspects of this event.

12 Review & Submit

Under “Review & Submit” you will be allowed to review your information, make any changes and submit the application. You can also save the application at any point if you do not have all the information to hand. The below prompt will appear referencing the application number.

Application Saved!

Congrats, the application has been successfully saved with the following code **BRAPER-HZTLMK**, would you like to continue editing the application or would you like to leave?

Leave

CONTINUE APPLICATION





13 Submit your application.

Once you click submit, you will be prompted to enter your full name and sign the declaration by drawing your signature. The below prompt will appear.



Congratulations!

Your application form has been submitted successfully and your confirmation code is

BRAPER-HZTLMK.

Keep this code in a safe place for future reference as you will need to use it when referencing your application form with us.

Please note that your application form is **PENDING REVIEW**. Please view the [Application Form Status](#) page for more information.



BARBADOS REVENUE AUTHORITY

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Making Every Contact Count!

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Publication of the Barbados Revenue Authority