

# *The Grace Adams Suite*

## DIPLOMATIC VIP LOUNGE

GRANTLEY ADAMS INTERNATIONAL AIRPORT

## Guidelines for Use



Office of Protocol  
Ministry of Foreign Affairs and Foreign Trade  
Barbados

### Opening Hours

The usual Opening Hours for The Grace Adams Suite (Diplomatic Lounge) are Monday to Sunday, 7:00 a.m. to 10:00 p.m.

The Lounge is generally closed on Holidays but will open for Heads of State and Government and Barbados Cabinet Ministers, upon request.

### Bookings

All requests for use of the Lounge should be made by Diplomatic Note, memorandum, letter or e-mail sent to the Office of Protocol, Ministry of Foreign Affairs at [barbados@foreign.gov.bb/protocolvip@foreign.gov.bb](mailto:barbados@foreign.gov.bb/protocolvip@foreign.gov.bb) no later than forty-eight (48) hours before use.

For Sundays and Public Holidays which fall on a Monday, requests should be received by 12:00 noon on the preceding Friday.

At all times, requests for use of the Lounge will be considered, taking into account other requests that are made for simultaneous dates and times.

### **Use of the Lounge**

The list of persons eligible to use the Lounge is at the end of this document.

### **Airport Regulations**

Facilitation of VIPs through the Lounge will always be in accordance with existing Airport Security Regulations.

### **Required Information**

The following information is to be submitted:

- (i) name and status of VIP;
- (ii) flight details, including any transiting stops;

- (iii) the exact number, status and relationship of persons travelling with the VIP. A maximum of five (5) persons allowed;
- (iv) the names and designations of persons meeting or seeing off the VIP. A maximum of two (2) persons allowed.

Ineligible persons, in special circumstances or by special request, may be allowed a one-time use of the Lounge. However, this does not make such persons eligible or guarantee future use of the Lounge.

### **Vehicles**

Vehicular access to the VIP area is via Gate 1 located at the south-eastern wing of the terminal building. For security reasons, the number of vehicles entering the parking area of the VIP Lounge will be restricted to those transporting the VIP(s). Clearance must be sought in advance and permission given before access is allowed by Security Officers.

For those persons allowed vehicular access to the parking area of the Lounge, the following information needs to be provided for each vehicle:

- (i) the registration number of the vehicle;
- (ii) the name of driver; and
- (iii) the name(s) of any other person(s) in the vehicle.

Vehicles will not be allowed on the tarmac.

Chauffeurs will not be allowed in the Lounge and will be expected to remain with their vehicles while in the restricted area.

At all times, the issuance of passes and access to the tarmac will be in accordance with the Grantley Adams International Airport Inc. (GAIA) rules and regulations.

### **Baggage**

Except for a limited few (*please see Nos. 1-10 on page 9*), passengers should check-in their own luggage with the airlines before proceeding to the Lounge. Only carry-on baggage should be brought into the Lounge.

Normally, Government will meet the red-cap luggage fee of specific persons up to a maximum of two pieces.

Carrying cost for all luggage in excess of this amount will be the full responsibility of the owners.

### **Access to the Lounge**

Access into the Lounge will be secured through the officers on duty in the Lounge.

Greetings and farewells should be done in the Lounge. The escorting of VIPs will be [restricted](#) to the gate. Only Lounge Staff, or persons in possession of the appropriate [Airport photographic ID pass](#) will be allowed on the tarmac.

Persons will not be allowed access to the Lounge without prior notification.

### **No Smoking**

[Smoking is not permitted](#) in any of the restricted areas of the Airport, including the VIP Lounge.

### **Dress**

Dress for the Lounge should be appropriate for the facility. Shorts and sandals are not acceptable.

### **Interviews**

Prior permission must be obtained for the conduct of any media interviews.

Media personnel must clear Airport Security and obtain a temporary pass before gaining access to the Lounge.

### **Security Checks**

VIPs and members of their travelling party are required to undergo immigration and customs processing and security checks. Pre-boarding examinations may be required by the airline.

## **Pets**

[Pets are not allowed](#) in any of the restricted areas of the Airport, including the VIP Lounge.

## **Firearms**

Permission to import firearms must be sought and approved [before](#) the firearms are brought into Barbados. Requests should be made in writing to the Ministry of Foreign Affairs at least seven (7) working days in advance of the visit, giving full details of the type and serial number of the weapon, number of rounds of ammunition, name of dignitary being protected, name and designation of the security officer(s) carrying the firearm. All weapons must be declared on arrival, whether the bearer is in transit or not.

## Queries

Queries may be directed to:

Office of Protocol  
Ministry of Foreign Affairs and Foreign Trade  
No. 1 Culloden Road  
St. Michael BB14018

Tel: (246) 431-2200

Fax: (246) 429-6652/228-0838

Email: [barbados@foreign.gov.bb](mailto:barbados@foreign.gov.bb)  
[protocolvip@foreign.gov.bb](mailto:protocolvip@foreign.gov.bb)

## **LISTS OF PERSONS ENTITLED TO USE OF THE GOVERNMENT'S DIPLOMATIC VIP LOUNGE**

### **Barbadian Officials**

1. The Governor-General
2. The Prime Minister
3. The Chief Justice
4. Members of the Cabinet
5. National Heroes
6. The President of the Senate
7. The Speaker of the House of Assembly
8. The Leader of the Opposition
9. Former Governors-General and Spouses
10. Former Prime Ministers and Spouses
11. Members of the Privy Council
12. Judges
13. Knights/Dames
14. Parliamentary Secretaries
15. Members of the Senate

16. Members of the House of Assembly
17. The Chairman of Service Commissions
18. The Head of the Civil Service
19. The Head of the Foreign Service
20. Permanent Secretaries and Government Officials of equivalent rank
21. Chief of Staff, Barbados Defence Force
22. Commissioner of Police
23. Governor of the Central Bank
24. The Pro-Vice Chancellor of the Cave Hill Campus of the West Indies
25. Honorary Consuls meeting dignitaries entitled to use of the lounge
26. Barbados' diplomatic/consular Heads of Mission
27. Chief of Protocol
28. Accredited individuals and national sporting teams representing Barbados abroad.

### **Non-Barbadian Officials**

1. Members of Royal Families
2. Heads of State i.e. Presidents, Governors-General
3. Heads of Government i.e. Prime Ministers, Premiers
4. Chief Justices
5. Visitors of Cabinet rank
6. Members of the Queen's Privy Council
7. Ambassadors and High Commissioners accredited to Barbados
8. Ambassadors and High Commissioners accredited to CARICOM
9. Heads of International and Regional Organisations of which Barbados is a member
10. The Chancellor and Vice Chancellor, University of the West Indies
11. Distinguished visitors and special guests of the Government of Barbados.

