

The Bermuda Society of Arts



# RENTAL GUIDELINES

## RENTAL CHARGE

2-3 Hour Reception/Meeting	\$600
3-5 Hour Reception/Dinner	\$1,250

## CORPORATE SPONSOR RATES

20% Discount to all groups who hold BSoA Corporate Bronze and Silver Membership with BSoA  
1 complimentary use of gallery with a current BSoA Corporate Gold Sponsor Membership  
Charity rates available on request

## ARTWORK

Artwork must not be moved or touched in any way. Ask the Director for any assistance. \_\_\_\_ (*reenter initials*)

## ENTERTAINMENT

All entertainment must be approved by the BSoA. \_\_\_\_ (*reenter initials*)

## BAR/CATERING

Bars should be setup away from the carpeted entrance area. Bar and catering facilities are not permitted outside the gallery doors at any time. \_\_\_\_ (*reenter initials*)

## DELIVERIES/SET UP BREAKDOWN

All chairs, tables, food and beverages etc should be delivered [ ]  
Decorating should take place [ ] \_\_\_\_ (*reenter initials*)

## SMOKING

Smoking is not permitted at any time. \_\_\_\_ (*reenter initials*)

## PARKING

City Hall parking lot or surrounding approved areas. BSoA is not responsible for parking infractions.

## CAPACITY

Capacity varies according to specific requirements. Estimates only:

Sit Down Dinner.....	100-120
Cocktails.....	150-200

## AUDIO/VISUAL EQUIPMENT

Portable wireless PA system available for rent – \$40.00  
Podium available for rent – \$40.00  
Please contact BSoA for further details and prices.

## CLEAN-UP

Event must conclude by midnight. Clean up must take place directly after function, as the entire facility is open each day to the public at 10:00 am. Clients are responsible for leaving areas in a clean state. Trash must be removed and disposed of in the outside dumpster. BSoA custodians will be responsible for vacuuming/sweeping the gallery. \_\_\_\_ (*renter initials*)

## EXCESS CLEANING

Renter/rental organization will pay for any excessive costs, such as carpet cleaning, which BSoA deems necessary. \_\_\_\_ (*renter initials*)

BSoA will hold credit/debit card information will be held and any excessive costs will be charged if necessary.

If you have any further questions, please contact Gallery Director  
Tel: 441.292.3824 Fax: 441.296.0699  
Email: [bsoa@ibl.bm](mailto:bsoa@ibl.bm)

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# RENTAL CONTRACT

*I the renter/rental organization understand and agree to the following conditions for renting of The Bermuda Society of Arts Gallery:*

1. BSoA accepts no liability for personal injury and must insist that participation access be limited to BSoA public areas only.
2. Any damage to the BSoA facility incurred during an evening function will be the responsibility of the renter//rental organization.
3. The renter/rental organization/caterer are responsible for leaving the facility in a clean state.
4. The renter/renting organization agrees to abide by all items listed in BSoA rental guidelines document.
5. The cancellation deadline is 14 days prior to the event. A cancellation fee of 50% will be charged if cancelled within this time period.

**Please fax or e-mail form back to Gallery Director**

Tel: 441.292.3824 Fax: 441. 296.0699 e-mail: [bsoa@ibl.bm](mailto:bsoa@ibl.bm)

<b>Event Name:</b>		
<b>Date:</b>		
<b>Set-Up Time:</b>	<b>Start Time:</b>	<b>End Time:</b>
<b>Contact Name:</b>		
<b>Mailing Address:</b>		
<b>PA System: \$40</b>	<b>Podium: \$40.00</b>	<b>Total:</b>
<b>50% Deposit:</b>		
<b>Tel: Work Mobile Home</b>		<b>E-Mail:</b>
<b>BSoA Gallery Director:</b>		
<b>Signature:</b>		<b>Date:</b>
<b>Renter Authorized Name:</b>		
<b>Signature:</b>		<b>Date:</b>