Bermuda Society of Arts
The People's Gallery

17 Church Street,
Hamilton,Bermuda
441 292 3824
info@bsoa.bm

Facility Rental Agreement

THIS AGREEMENT is made this _____ day of _____, 2025, by and between The Bermuda Society of Arts ("BSoA") and _____ ("The Renter"). This agreement sets forth the terms and conditions for the rental of space at the Bermuda Society of Arts Gallery, located at City Hall, Hamilton, Bermuda.

RENTAL CHARGES

- up to 3 Hour Rental: $250/hr
- 3–5 Hour Rental: $225/hr
- Security: $50/hr (charged separately)
- Setup/Breakdown Outside Regular Hours: $50/hr
- Unscheduled Overtime: $75/hr

BOOKING & PAYMENT

- A 50% deposit is required to confirm your booking.
- The remaining balance is due one month prior to the event.
- Registered charities receive a 20% discount with a valid charity number.

SALES & CREDIT CARD USE

If the renter intends to sell any items during the event and the BSoA is not taking a percentage of the sales, and the renter wishes to use the BSoA's credit card machine, the following fees will apply:

- A flat fee of $50, and
- A 3.75% transaction fee on all sales processed through the machine.

GENERAL TERMS & CONDITIONS

Artwork
- Do not move or touch any artwork. Please contact the Gallery Director for assistance.

Entertainment
- All entertainment must be approved by the BSoA prior to the event.

Bar & Catering
- Bars must be set up away from the carpeted entrance area.
- Bar and catering facilities are not permitted outside the gallery doors at any time.

Deliveries / Setup & Breakdown
- All furniture, food, beverages, and decorations must be delivered and set up during the designated rental time.
- Decorating should be completed before the start of the event.

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GENERAL TERMS & CONDITIONS *(Continued)*

Smoking
- Smoking is strictly prohibited anywhere on the premises.

Parking
- Parking is available in the City Hall Parking Lot or other designated public areas.
- The BSoA is not responsible for any parking violations.

Capacity (Estimated)
- Sit-Down Dinner: 100–120 guests
- Cocktail Reception: 150–200 guests

Actual capacity depends on event layout and requirements.

Cleanup & Damages
- Events must end at the time stated in the contract.
- Cleanup & breakdown must occur immediately after the event, unless otherwise agreed.
- The renter is responsible for leaving the gallery in a clean condition.
- All trash must be removed and placed in the City Hall dumpster.
- The BSoA will vacuum and sweep the gallery.
- Excessive cleaning (e.g., carpet stains) may incur additional charges at BSoA's discretion.
- Damage to the facility during the rental period is the renter's responsibility.

Audio/Visual Equipment (Add-Ons)
- Portable Wireless PA System: $50
- Podium: $40

Liability & Access
- BSoA is not liable for personal injuries or loss/damage to belongings during the event.
- Access is restricted to the public gallery areas; guests are not permitted in offices or storage rooms.

Cancellation Policy
- Cancellations made 14 days or more before the event will receive a full refund.
- Cancellations made within 14 days of the event will incur a 50% cancellation fee.

Restoration Fee
- An additional $200 will be charged if the gallery is not returned to its original state after the event.

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EVENT DETAILS

Event Name: _____ Event Date: _____

Set- Up Time: _____ Start Time: _____ End Time: _____

Total Rental Hours: _____

☐ Podium: $40 ☐ Credit Card Machine: $50 flat service fee + 3.75% / Transaction

CONTACT PERSON

Name _____

Mailing Address _____

Telephone: _____ Email: _____

ACKNOWLEDGEMENT

By signing below, the renter agrees to all terms outlined in this agreement on pages 1 and 2.

Renter Authorized Name *(Please Print):* _____

Signature: _____ Date: _____

BSoA Gallery Director: _____

Signature: _____ Date: _____