



BERMUDA
NATIONAL
GALLERY

Rental Agreement

Please complete this form and email it to membership@bng.bm or fax it to (441) 295-2055.

CLIENT INFORMATION:

Name: _____

Address: _____

Contact information: (phone) _____

(fax) _____

(email) _____

Are you a member of the BNG? (Y/N)

If yes, membership type:

Depending on your level of membership, you may qualify for a discount.

Director's Circle	- Patron	15% discount
	- Benefactor	25% discount
	- Sponsor	1 free cocktail reception each year & 30% discount on further rentals

Corporate	- Fellow	10% discount
	- Patron	15% discount
	- Benefactor	25% discount
	- Sponsor	1 free cocktail reception each year & 30% discount on further rentals

Volunteers		30% discount on rentals
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FUNCTION:

Date requested: _____

No. of guests: _____

Type of function: _____

Start time: _____ Time finished: _____

Caterer: _____

Contact name & number for caterer: _____

DO YOU REQUIRE ANY OF THE FOLLOWING?

Bar tables: _____

Small tables (quantity): _____

Chairs (quantity): _____

Podium: (Y/N) Screen: (Y/N)

Chair setup and further requirements will be the responsibility of the client.

RENTAL FEES:

Receptions:	Up to 50 guests	\$750.00
	51-100 guests	\$1000.00
	101 - 200 guests	\$1500.00
	201 - 300 guests	\$2000.00
Sit-down dinner:	Max. 70 guests	\$2000.00

The above fees are based on a function time of four hours or less.

PROGRAM APPROVAL:

A layout of your program is required in advance for BNG approval. This includes a floor plan of the space to be used and the scope of the event.

Fees include security, staff attendance, 3rd party/public liability insurance and general cleaning of the facility. **The client will be responsible for any extra cleaning costs such as special carpet cleaning for stains incurred.**

SURCHARGES:

Additional fees may be charged depending on the length, date or time of the event.

All events held on a Sunday, on a Saturday evening, or that continue after 11 pm will be charged a fixed rate of \$250.00. This fee is to cover overtime fees paid to the Corporation of Hamilton and Gallery staff. **The Bermuda National Gallery reserves the right to add an appropriate surcharge should your function exceed four hours.**

PAYMENT SCHEDULE:

We ask for a non-refundable deposit of 50% of the rental cost upon signing the contract. This confirms your booking and ensures the Gallery will be available to you as listed above. The balance is to be paid in full one week prior to your event.

Interest will be applied to outstanding accounts at an additional cost of 1% per month in failure to comply.

CARPET CLEANING:

If you would like to serve red wine at your event, please initial this section. This will act as an agreement that your company is responsible for carpet cleaning at a cost of \$500.00 should there be stains to the carpet as a result of spillage.

We will be serving red wine? (Y / N)
If yes, please initial here _____

Please attach a **separate cheque** made out for \$500.00. This cheque will be returned to you if there is no damage done to the carpet by red wine.

CANCELLATION POLICY:

Cancellation less than 14 days prior to your event will result in forfeiture of your deposit. Cancellation less than four days prior to your event will result in forfeiture of the full fee.

CATERING:

In the past, caterers have put at risk the collections and/or facilities at City Hall & Arts Centre, where the collections are housed. Because of this, the BNG reserves the right to refuse caterers.

Do you agree to assume responsibility for this caterer? yes/no

Signature

Date

By assuming responsibility, you agree to cover any costs arising from damages to the collections or the facilities.

AGREEMENT:

I, the undersigned, agree to the terms and conditions of the Rental Contract for the Bermuda National Gallery as stated.

Signature

Date