



Guidelines & Setup

Please read the following before signing your contract. **All plans and menus are to be submitted and approved beforehand by The Bermuda National Gallery's Rental Representative.**

- ◆ **SPACE AVAILABILITY:** All exhibition rooms, Monday through Saturday. Closed for Public Holidays and on Sundays.
- ◆ Receptions: up to 300 people.
- ◆ Seminars and AGMs: up to 100 people.
- ◆ Dinner Party: up to 70 people at round tables of ten.
- ◆ **CATERER:** Many of the caterers on the island have worked in our space previously and successfully. As the protection of our Artwork is very important to us and can cause concerns beyond those, which are typical for caterers, we ask that you notify us as soon as you have decided whom you are using for the event. If it is a caterer we have not worked with it will allow us time to make sure that the needs of our specific location are met and do not effect your event. Caterers who we have worked with previously include Little Venice/The MEF Group, Four Ways, Frescoes, Flying Chef and Food 4 Thought.
- ◆ **AVAILABLE EQUIPMENT:** 1 bar table, 2 (4 foot) tables, a projection screen and 100 white plastic chairs.
- ◆ **SET UP AND BREAKDOWN:** All deliveries are to be made after 3:00 pm on weekdays. Set up by your caterer to take place after the Gallery closes at 4:00 pm on weekdays. Break down must take place at the end of your event.
- ◆ **FOOD: Hot Carvers** are **not** permitted within the Gallery. Any hors d'oeuvres with flaky pastry, such as filo, or containing bones or tails, such as shrimp or chicken wings, are not permitted. If uncertain, please submit menu to your rental representative for review.
- ◆ **BAR:** Dark sodas and red wine are not permitted at open bars (**unless you have paid a deposit for carpeting cleaning**). However red wines may be served at seated dinner parties. All remaining **empty ice chests**, glasses, and liquor are to be stored in the hallway located before our Gallery kitchen at the end of your function.
- ◆ **BATHROOM FACILITIES:** Located on the third floor landing of City Hall. The Gallery facilities are to be used only by staff members.
- ◆ **CHILDREN:** An adult must accompany children under the age of 12.

All equipment must be picked up from the Gallery by 10:00 am the following day. The Gallery is a non-smoking facility.

Our Gallery Rental Representative will be available to work with you to ensure your function is a success. We thank you for considering The Bermuda National Gallery for your venue.

Bermuda National Gallery, Suite 191, #48 Par-la-Ville Road, Hamilton HM 11, Bermuda