

# MASTERWORKS MUSEUM OF BERMUDA ART

## FACILITY RENTAL CONTRACT

<b>Renter's Name:</b>	
<b>Renter's Telephone Details:</b>	
<b>Renter's E-Mail Address:</b>	
<b>Date of Function:</b>	
<b>Start &amp; End Time of Function:</b>	
<b>Purpose:</b>	
<b>Expected Number of Attendees:</b>	

### Venue rental (tick applicable rooms):

	<b>NON-Members</b>	<b>Members</b>
<input type="checkbox"/> Main Gallery –(100-150ppl cocktails)	\$1000	\$750
<input type="checkbox"/> Rick Faries Wing – (65ppl cocktails)	\$1000	\$750
<input type="checkbox"/> Members Lounge – half day	\$300	\$250
<input type="checkbox"/> Members Lounge – full day	\$600	\$500
<input type="checkbox"/> Dobbies Lounge – half day	\$300	\$250
<input type="checkbox"/> Dobbies Lounge – full day	\$600	\$500

### RENTER INFORMATION

The "Renter" agrees to rent the indicated space from the Masterworks Museum of Bermuda Art, during the stated date and times, in accordance with the terms of this rental agreement. **The space will be available to the renter during the times stated on the face of this agreement only, therefore, renter should include sufficient time for set up and cleanup.** The renter has the responsibility of organizing and renting for their own purposes tables, chairs, catering and other equipment.

#### **I. PAYMENT**

- A. HOLDING DEPOSIT.** A 50% deposit is due at the time of the completion of the Contract. This deposit will ensure your booking date and will be applied against the balance of the rental fee. If the Renter breaks the Contract after the deposit has been placed, then it becomes non-refundable. All payments and signed contracts are to be forwarded directly to Masterworks.
- B. RENTAL FEE.** The rental fee is due in full 21 days **before** the date of use unless this contract is completed closer to the date of usage, in which case the fee will be due and payable during submission of the Contract.

#### **II. SET UP, CLEAN UP, CATERERS, DECORATIONS AND RENTED EQUIPMENT**

- A. SET UP – CLEAN UP -** The Renter is responsible for all aspects of the event. Please allow yourself sufficient time to Clean up and assure Gallery is put back in order.

- B. PARKING.** Parking is available in the Botanical Gardens Parking lots. Should the function require more parking spaces than available please contact the Ministry of the Environment – Department of Parks Tele: 236-5902/239-2340 for further information, or call Masterworks at 236-2950.
- C. DECORATIONS.** Except, with the prior written consent of the Office Manager, Renter shall not (a) cause or permit the facilities to be injured, marred or in any manner defaced or changed; (b) place any nails, hooks, tacks, screws or other fasteners into any part of the facilities; (c) place or permit to be placed signs on painted wall in any part of the facilities. No decorations such as posters, pictures or banners are to be fastened to walls, woodwork or curtains inside or out. Any flowers or decorations must be confined to tables only. Flameless candles only.
- D. RENTED EQUIPMENT.** All rented equipment and supplies must be delivered the day of the event during the hours specified on the face of this Contract and picked up before 10:00 a.m. the following morning, unless special arrangements have been made with the Office Manager.
- E. CATERERS.** Caterers must have proper licenses and liability insurance coverage. There will be NO preparation of raw food or refrying of fully prepared foods in the kitchen – Health Department Regulations.
- F. EQUIPMENT.** All Cateres’ equipment must be removed the day of the event. Masterworks Museum of Bermuda Art is not responsible for any lost or stolen Caterer’s or Renter’s property or equipment rented for use by the Caterer or the Renter.

### **III. FOOD, BEVERAGE AND PRODUCTS**

- A. CATERING.-** We recommend MEF Catering and Buzz Catering. But you are free to chose your own caterer.
- B. ALCOHOL.** Only white wine and clear beverages may be served in any of the gallery rooms for cocktail parties. Anything else i.e. red, wine, punch etc. should be served outside in the courtyard or during dinner events.
- C. TOBACCO.** Smoking is not permitted in any part of the building.
- D. DÉCOR.** Any decoration, including linens and floral arrangements, please contact Select Sites Group 292-9741 or Emily@selectsitesgroup.com.

### **IV. DESTRUCTION AND DAMAGE**

- A. DAMAGE.** If anyone damages the facilities or artwork during the rental period, Renter shall pay for all necessary repairs/replacements.
- B. DESTRUCTION.** If the Masterworks Museum of Bermuda Art is destroyed or damaged by fire or any other cause or unforeseen occurrence that shall make the fulfillment of the Agreement impossible, then this Rental Contract shall terminate, payments will be returned and Renter waives all rights to any claims against Masterworks Museum of Bermuda Art.

### **V. FACILITY USE**

- A. HAZARDOUS MATERIAL.** Renter agrees not to bring on the premises any material, substance, equipment or object which is likely to endanger the life of, or cause bodily injury to any person or property or which is likely to constitute a hazard.
- B. CONDUCT.** The conduct of all attendees on the premises of Masterworks Museum of Bermuda Art shall be the responsibility of the Renter. Renter also accepts all responsibility for any injury to person(s) or property, or loss of or damage to property or theft of personal property or artistic content on said premises during the rental period, or resulting there-from. Failure by any individual group to follow all applicable rules and regulations will be cause for eviction. Masterworks Museum of Bermuda Art retains the right to evict objectionable persons from the premises. Repeated violations may result in denial of future reservation requests.

**C. INDEMNITY.** Renter shall release, indemnify, keep and save harmless, Masterworks Museum of Bermuda Art, its agents, officers, or employees from any and all responsibility or liability for any and all damages or injury of any kind or nature whatever (includes death) to all persons, whether agents or employees of the Renter or persons attending the events for which the premises have been leased, and to all property damage proximately, caused by, incident to, resulting from, arising out of, occurring in connections with, the use by the Renter of the premises. The provisions of this section shall include any and all losses, damages, injuries, settlements, judgments, decrees, awards, fines, penalties, claims, costs and expenses, including reasonable attorney's fees.

**VII. SECURITY**

**A. SECURITY OFFICER;** Masterworks will provide the client with a security officer to be on the premises for the duration of the rental times. The cost of this will be included in the rental contract and is payable at the same time as the rent. **The cost of security is \$40.00 per hour.**

**B. BUILDING SECURITY.** Masterworks Museum of Bermuda Art is not responsible for any valuable items left in the facilities. The premises should be locked when not in use, but others may use the facilities during this rental period and parts of the building may be open to the public. The Renter should take necessary precautions to protect valuable personal property. Renter must use our security services for events after hours. (Bermuda Security Group). Masterworks will make arrangements for a security guard for the event, and invoice the Renter accordingly. The security guard will ensure the property is secured at the close of the event.

**By signing the Rental Contract, the Renter acknowledges having read and comprehends this contract, and understands that this Rental Contract is binding on both parties and the organizations they represent.**

**RENTER:**

**MASTERWORKS MUSEUM OF  
BERMUDA ART**

**Signature** \_\_\_\_\_ **Signature** \_\_\_\_\_

**Print Name** \_\_\_\_\_ **Print Name** \_\_\_\_\_

**Title** \_\_\_\_\_ **Title** \_\_\_\_\_

**Organization** \_\_\_\_\_ **Date Signed** \_\_\_\_\_

**Phone\_ & Fax #** \_\_\_\_\_

**Date Signed** \_\_\_\_\_

**Additional Notes:**

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