MASTERWORKS
MUSEUM OF BERMUDA
ART

Facility Rental Contract

LEARN...
ENRICH...
SEE...

FOR BOTH YOUR INDOOR & OUTDOOR EVENTS!

MAIN GALLERY
RICK FARRIES WING
MEMBERS LOUNGE
EDUCATION ROOM
Renter’s Name:

Renter’s Telephone Details:

Renter’s Email Address:

Date of Function:

Start & End Time of Function:

Purpose:

Expected Number of Attendees:

Venue rental (tick applicable rooms):

<table>
<thead>
<tr>
<th>Venue</th>
<th>NON-Members</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Gallery</td>
<td>$250.00 (per hour)</td>
<td>$200.00 (per hour)</td>
</tr>
<tr>
<td>Rick Faries Wing</td>
<td>$150.00 (per hour)</td>
<td>$100.00 (per hour)</td>
</tr>
<tr>
<td>Members Lounge</td>
<td>$100.00 (per hour)</td>
<td>$75.00 (per hour)</td>
</tr>
<tr>
<td>Education Room “Birthday Parties”</td>
<td>$300.00 (per hour)</td>
<td>$250.00 (per hour)</td>
</tr>
</tbody>
</table>

RENTAL 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. This space will be available to the renter during the times stated in this agreement, renter fee includes sufficient time for set up and cleanup. The renter has the responsibility of organizing and renting for their own purpose’s tables, chairs, catering and other equipment.

I. PAYMENT
   a. Deposit of 50% is due at the time of the completion of the contract (non-refundable). This deposit will ensure your booking date and will be applied against the balance of the rental fee.
   b. RENTAL FEE - Payment is due in full 10 days before event date of use.
   c.
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 area is put back in order.
   b. PARKING. Parking is available in the Botanical Gardens Parking lots.
   c. DECORATIONS. Office Manager, Renter shall not (a) cause or permit the facilities to be injured, marred or in any manner defaced or changed.
   d. SUPPLIED EQUIPMENT. All equipment must be delivered the day of the event during the hours specified before 10:00 a.m. the following morning, unless special arrangements have been made.
   e. CATERERS. Caterers must have proper licenses and liability insurance coverage. There will be NO preparation of foods on the premises.
   f. EQUIPMENT. All Caterers equipment must be removed the day of the event. Masterworks Museum of Bermuda Art is not responsible for any lost or stolen Caterers or Renters property or equipment rented for use by the Caterer or the Renter.

III. FOOD, BEVERAGE AND PRODUCTS
   a. CATERING. – We recommend MEF Catering (Fourways) and Buzz Catering. But you are free to choose.
   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, dark sodas, etc. should be served outside in the courtyard or during sit down dinner events.
   c. SMOKING. Smoking is not permitted on Masterworks property.

IV. INDEMNITY:
   a. DAMAGE. Renter will be liable for any damages of the facilities or artwork during the rental period.

V. SECURITY
   a. Masterworks will provide the client with security during the duration of the rental times. At a cost of $40.00 per hour.
Payments accepted by direct deposit, card, cash or cheque. Please see transfer instructions below:

HSBC – Bank Account:
Acct. Name: Masterworks Foundation
Acct. #: 006 – 009468 – 001

Cheque payable to: The Masterworks Foundation

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:  

Signature __________________________            Signature __________________________
Print Name _________________________       Print Name _________________________
Title __________________________        Title _______________________________
Organization _________________________       Date Signed ________________
Phone & Fax # ________________________________________
Date Signed ___________________

Additional Notes:
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________