

EVENT VENUE RENTAL APPLICATION & AGREEMENT

Venue: _____

Name of group or organization: _____

Contact Person: _____

Mailing Address: _____

Tel: _____ Fax: _____ Email: _____

Rental Date: _____

Type of function: _____

Start/End time of function: _____

Setup Start time of function: _____

Number of attendees: _____

Additional information / Special requirements: _____

I/We agree to rent above venue for the date stated above. I/We have read the Rental Terms and Conditions overleaf and agree to abide by them. I/We agree to indemnify and hold harmless The West End Development Corporation from and against the consequences of any claims arising as a result of any personal injury loss or damage sustained by ourselves or any third parties or their goods and effects whilst on the premises of or within the area known as the Royal Naval Dockyard, Bermuda.

Signature: _____ Name: _____ Date: _____

Position: _____

FOR OFFICIAL USE ONLY

Refundable Deposit of \$ _____ received on _____

Rental Fee Deposit of \$ _____ received on _____

Balance due 1 week prior to event date \$ _____

TERMS AND CONDITIONS

General:

- WEDCO facilities are booked for confirmed date and time only.
- WEDCO reserves the right to make unavailable buildings for any reason.
- No smoking inside WEDCO buildings.
- No animals allowed on premises without approval from WEDCO.
- Parking will be limited to WEDCO public parking areas only.
- WEDCO accepts no liability for any personal injury sustained on the premises.
- Children must be closely supervised by an adult at all times.

Event Production:

- All events require WEDCO approval.
- All events are to utilize the services of WEDCO tenants for the provision of food and alcohol if available unless otherwise arranged directly with WEDCO.
- Events with over 200 people will require rental port-a-loos/mobile restrooms.
- Evening events that intend to go over midnight must apply for a noise license from WEDCO.
- Immediately following the conclusion of an event, all tables, chairs and all loose rental equipment must be cleared out of obvious sight by those responsible for it and neatly prepared for pick-up the following day. A fee of \$300 will be charged for failure to properly clear the event area. A fee of \$125 per day will be charged after this deadline if equipment is not removed as agreed with WEDCO.
- All event equipment, including tables, chairs and all loose rental equipment must be removed from any WEDCO area by Noon the day following the event, unless prior arrangement has been made with WEDCO and approved.

Financial:

- We require a deposit amount of \$1,000.00 which is fully refundable upon the above conditions being met.
- A further deposit of 50% of the contracted rental fee is required to reserve facility space. Deposit is held against booking and is non-refundable, unless a written cancellation is made at least sixty (60) days prior to the event date.
- No booking is confirmed until deposit is received, no exceptions.
- Final payment (balance of contracted rental fee) is due one week prior to the event; event cannot be held unless payment is made in full prior to the event date.
- Rates are subject to change and may vary depending on number of persons, duration, and type of event.

Costs:

1-200 guests	\$1,500 per event
201 - 500 guests	\$2,500 per event
501+ guests	\$3,500 per event

PLUS \$150 per hour or part thereof

