

EVENT VENUE RENTAL APPLICATION FORM



THE WEST END
BERMUDA

PERSONAL INFORMATION

Name of Business, Group or Organization: _____

Contact Person: _____

Mailing Address: _____

Email: _____ Telephone: _____

I acknowledge that WEDCo. will use this email address for all communications.

EVENT INFORMATION

Application Attachments, if any: Map Layout Full Event Schedule Other

Type of Event Description: _____

Dockyard Areas Utilized: North Lawn Victualling Yard Clocktower Parade

Other, Please Specify: _____

Rental Date: _____ Expected Number of Attendees: _____

Event Start Time: _____ Event End Time: _____

Event Setup Start Time: _____ Event Pack up Complete by: _____

Additional Information/Requirements: _____

EVENT VENUE RENTAL TERMS & CONDITIONS

I/We have read the Rental Terms and Conditions overleaf and agree to abide by them should the above event proceed. 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 and/or the West End, Bermuda.

Signature: _____ Name: _____

Position: _____ Date: _____

EVENT VENUE RENTAL TERMS & CONDITIONS CONTINUED...

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 is 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 by 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, unless a special agreement has been made with WEDCo.
- A further deposit of 50% of the contracted rental fee is required to reserve facility space. The 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. Note if the event is canceled with less than sixty (60) days notice due to unforeseen inclement weather, WEDCo. will only retain the amount the event preparation has cost WEDCo. if any.
- 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. The 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 the number of persons, duration and type of event.

COSTS:

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

PLUS \$150 per hour or part thereof