



# Bermuda Industrial Union

## APPLICATION FOR USE OF BIU HALLS

Name: .....

Address: .....

Telephone # Home ..... Work # ..... Cell # .....

Room Requested:     Dr. Gordon Memorial Hall             Sweeting-Ball Memorial Hall             Board Room

Purpose:                     Wedding Reception                     Party                     Meeting                     Other

If Other, Please Specify .....

Intended Date of use ..... Specify Time .....

Are you a BIU financial Member:  Yes     No    If Yes Which Division .....

What is Estimate Number of Persons Expected to Attend Function?            Please Indicate below  
 0-50             50-100             100-150             150-200

What type of Equipment will be used:  None     Band     DJ Small Speaker

**NOTE: The Union prohibits the use of large Speakers**

The cost for the use of the premises is **\$400** for members only and **\$700** for non members. **Additionally a \$200 Security Deposit must be paid upon application.** This deposit will be refunded if the Hall is left in good order. Full payment should be received at least one week before event.

**NOTE:** There is a mandatory stipulation that the applicant hire Security i.e. \$29 per hour for each Security Guard assigned except on Public Holidays when a higher rates apply. A minimum of 3 Guards are required for events involving 100 – 200 people. A minimum of 2 Guards for events involving less than 100 people. Guards must be posted 30 minutes prior to the start of the scheduled event. And must continue their shift for 30 minutes after the function ends. **Events lasting past 1:00 am will be charged at the overtime rate \$ 43.50 per hr. All alcoholic beverages must be served in plastic cups. Cans are acceptable. The use of any illegal substances on the premises is absolutely prohibited.** Any disturbance will result in the automatic forfeiture of the \$200 Security Deposit and any monies paid for the use of the premises and Security if a disturbance occurs, the event will be cancelled immediately. A liquor License must be obtained for the sale of alcohol.

Date of receipt of full Payment .....  Cash .....  Cheque.....

### FOR OFFICIAL USE ONLY

Approved     Unavailable     Approved (if Available)

Explanation (if any) .....

Date ..... Signed .....

Turn Page Over

# POLICY FOR USE OF BIU HALLS

**Patrons Renting BIU Halls must follow these Procedures and Rules.**

## PATRON RESPONSIBILITY

- Patrons will be responsible for the conduct of their guest(s). Patrons unable to manage their guest(s) will be required to bring the event to a close, before the specified ending time.
- The Union requires all applicants to follow the rules stated in this policy.
- Failure to do so will result in the loss of Funds paid to the Union.

## RENTAL

- Rental fees for the use of the premises shall be paid no later than one (1) week prior to the event.
- Failure to pay the fee and or deposit in the time stipulated would result in the application request for the hall to be denied or withdrawn.
- The event must end on the stipulated time on the application form.

## CLEANING UP

- Patrons must leave the premises clean and tidy after their event. All trash is to be removed and placed in the designated area across the street.

## SECURITY

- Patrons shall secure the services of Security Guards in accordance with the recommendation as per number of persons attending the event.

Number of person's	number of security
1 - 100	2
100 +	3

- The guards must be posted at least thirty (30) minutes prior to the start of the schedule event and must continue their shift for at least thirty minutes after the function ends.
- The Union will secure the services of the Security Guards when requested at time of application at least one week in advance.
- Fees for the Security Guards are separate from the rental fees, and are subject to change.
- Current Rate for the Security Guards is \$29.00 per hour and the overtime rate of \$43.50 after 1:00am
- Public Holidays are negotiated separately.
- Patrons are reminded that the BIU Security Guards are responsible for the security and Welfare of the Union premises.
- If and when patrons are given instruction by the Security Guards to end the event, they must do so.

## ALCOHOLIC BEVERAGE

- The sale of alcoholic beverage requires that the patron secure a license to sell the alcohol and the license must be displayed for viewing purposes.**
- All alcoholic beverages must be served in plastic cups, cans are acceptable.**

## ILLEGAL SUBSTANCES

- The use of illegal substances on the premises is absolutely prohibited. Persons found to be using the substances will be requested to leave the premises IMMEDIATELY.**

*If you have read and agree to the aforementioned conditions please sign below.*

Signature ..... Print ..... Date .....