



EVENT RENTAL APPLICATION FORM

PLEASE SEE TERMS & CONDITIONS ON BACK

ROOM REQUESTED (PLEASE SPECIFY):

DR. GORDON MEMORIAL HALL SWEETING-BALL MEMORIAL HALL BOARDROOM

PERSONAL INFORMATION:

NAME:

ADDRESS:

EMAIL ADDRESS: TELEPHONE #:

ARE YOU A BIU MEMBER?: YES NO IF YES, WHICH DIVISION:

EVENT INFORMATION:

TYPE OF EVENT: PARTY RECEPTION WAKE WORKSHOP MEETING OTHER

IF OTHER, PLEASE SPECIFY:

DATE OF EVENT: TIME OF EVENT:

EXPECTED # OF PERSONS: 0 - 50 50 - 100 100 - 150 150 - 200 [INCLUDE SETUP & BREAKDOWN TIME]

SPECIFY IF YOU WILL HAVE ANY OF THE FOLLOWING:

FOOD (NO BBQS) ALCOHOL LIVE BAND (INCL. GOMBEYS) MUSIC (SMALL SPEAKERS ONLY) DJ

IF SERVING ALCOHOL, DO YOU WANT ACCESS TO OUR BAR? (SEPARATE FEE): YES NO

FOR OFFICIAL USE ONLY:

DATE OF DECISION: APPROVED DENIED

ADDITIONAL COMMENTS:

SIGNATURE:

DATE OF PAYMENT: CASH CHEQUE DIRECT DEPOSIT

DATE LIQUOR LICENSE RECEIVED (IF APPLICABLE):

TERMS & CONDITIONS

THE UNION RESERVES THE RIGHT TO REFUSE RENTAL SPACE TO ANY INDIVIDUAL OR GROUP AT ITS DISCRETION. ALL APPLICANTS ARE REQUIRED TO FOLLOW THE TERMS & CONDITIONS STATED BELOW. FAILURE TO DO SO WILL RESULT IN THE LOSS OF MONIES PAID TO THE UNION.

RENTER RESPONSIBILITY:

You will be responsible for the conduct of your guests. If you are unable to manage your guest(s), security will be required to bring the event to a close, regardless of the specified ending time.

RENTAL FEES:

Rental fees for the use of the premises should be paid no later than one (1) week prior to the event. **Failure to pay the rental fee and/or deposit in this timeframe will result in the application request being withdrawn.**

MEMBERS, SOCIAL PARTNERS & GOVERNMENT DEPARTMENTS

DR. GORDON OR SWEETING BALL HALL:

Full Day (8 hours) = \$400
Half Day (4 hours) = \$200
Additional Hours = \$50

BOARDROOM

Full Day (weekends only) = \$150
Half Day (4 hours) = \$75
Additional Hours = \$25

NON-MEMBERS & NON-AFFILIATES

DR. GORDON OR SWEETING BALL HALL

Full Day (8 hours) = \$800
Half Day (4 hours) = \$400
Additional Hours = \$100

BOARDROOM

Full Day (weekends only) = \$300
Half Day (4 hours) = \$150
Additional Hours = \$50

ADDITIONAL FEES (REGARDLESS OF GROUP)

Security Deposit - \$300
Bar - \$200 flat fee
Clean-up - \$125 flat fee
Security* - \$45 per hour

*DOUBLE TIME (\$90) ON PUBLIC HOLIDAYS

*TIME AND ONE HALF (\$67.50) TO COVER AN EVENT ON SHORT NOTICE (LESS THAN 4 DAYS)

RENTAL SPACE:

- There should be no hanging fixtures placed on the ceiling or walls.
- The event must end according to the specified time on the rental form.
- The premises must be returned to the state that it was in prior to the rental.
- All trash is to be removed from the premises and placed in the designated area across the street.
- **Failure to adhere to the above will result in the forfeiture of your security deposit.**

ALCOHOLIC BEVERAGES:

- All alcoholic beverages **must** be served in plastic cups or cans - no bottles allowed.
- If you will be **selling** alcohol, please obtain a liquor license and send to info@biu.bm or bring to BIU **at least one week before the date of your event.**
- Failure to provide a liquor license will result in the event being canceled, **unless written notification is received that there will be no sale of alcohol.**
- The liquor license must be displayed on or near the bar area.

ILLEGAL SUBSTANCES:

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

SECURITY:

- You will be responsible for securing the services of Security Guards in accordance with the number of persons attending the event.
 - 1 - 100 persons = 2 Security Guards
 - 100+ persons = 3 Security Guards
- **You must use the services of Security Associates.** Please contact them directly to request a quote: freedom@sabermuda.com
- Security must be in place 30 minutes before and after the event.
- If and when persons are given instruction by Security to end the event, they must do so immediately.

I have read and agree to the terms & conditions above:

RENTER NAME:

SIGNATURE: