

# Bermuda Aquarium, Museum & Zoo • Bermuda Zoological Society



## RENTAL CONTRACT & GUIDELINES

Name:		Event Date:
Mailing Address:		
Tel:	Fax:	E-Mail:

<u>Persons Responsible:</u>		
Name: _____	Signature: _____	
Tel: _____	Fax: _____	E-Mail: _____
Name: _____	Signature: _____	
Tel: _____	Fax: _____	E-Mail: _____

## GUIDELINES

### RENTAL CHARGE

\$1250 (Mon-Thurs Events) Aquarium Display Hall (indoors) and Seal walk Area (covered outdoors)

\$1550 (Fri-Sun Events) Aquarium Display Hall (indoors) and Seal walk Area (covered outdoors)

— Registered Charity 50% discount

\$850 Education Auditorium — with Audio Visual Equipment

\$700 Education Auditorium

\$250 Blank Classroom Rental (3 units available, priced per unit)

— 10% off Rental Charge to all groups who hold a Corporate Membership with the Bermuda Zoological Society or the Atlantic Conservation Partnership (501 (c)(3) status).

## **ENTERTAINMENT**

Due to the delicate nature of our exhibits loud music is prohibited. Any entertainment must be discussed and be given approval.

## **DELIVERIES**

**NO Deliveries** of chairs, tables or glasses may be stored in the corridor outside the aquarium Hall. This is a fire exit and must be kept clear. As we have a minimal storage capacity, chairs, tables, etc. can be delivered to the Aquarium one day ahead of time, with beverages being delivered the day of the function (these can be put in our chill room if required). Food delivery and setup may commence any time after 5 pm.

## **SETTING UP/BREAKDOWN**

Setup may begin at 5 pm and parties must end by midnight (12am). A member of staff will be at BAMZ to provide you with advice on setup and a night watchman is on the premises from 6.00 pm onwards.

## **CLEANING UP**

**NO Deliveries** of chairs, tables or glasses may be stored in the corridor outside the aquarium Hall. This is a fire exit and must be kept clear. Parties must end at midnight. Clean up must take place directly after function, as the entire facility is open each day to the public at 9.00 am. Clients are responsible for leaving areas in a clean state. Trash must be removed, while our night-watchman/custodians will be responsible for vacuuming Aquarium carpet to remove reasonable waste.

## **LOCKING UP**

Our Night watchman who is on the facility from 6.00 pm onwards is responsible for locking up all buildings.

## **EXTRA LIGHTING**

As limited lighting is offered in our outdoor areas, additional lighting for evening functions would require prior arrangements.

## **DIVER IN THE TANK**

One of the unique entertainment experiences we can offer during evening functions is a diver in the big North Rock tank. Equipped with an underwater communications system the diver can be viewed feeding the fish while giving a fun commentary on all the 'critters' and corals in the tank. The diver can also chat back and forth with guests and this can be adapted to include comments on any special occasion (birthdays etc.). There is an additional charge of \$300.00 for this service.

## **PARKING**

BAMZ parking capacity is limited to 30 cars and 20 motor bikes. Assistance with arranging overflow parking will be provided. Additional parking (upon arrangement) is available at Whitney School.

## **CAPACITY**

Capacity varies according to specific requirements. These are estimates only:

Aquarium Display Hall — Sit Down Dinner	.80 — 100 (depending on layout)
Aquarium Display Hall — Cocktails	150

Zoo Walkway (outdoors) — Sit Down Dinner .80 — 100 (depending on layout)

Discovery Green (outdoors) — Sit Down Dinner 50 — 80 (depending on layout)

### **AUDIO/VISUAL EQUIP.**

Limited Audio/Visual equipment is available on the facility. Please contact the Concessions Office for further details and prices.

### **SMOKING**

As our facility is in a government building, there is no smoking allowed inside.

### **BALLOONS, GLITTER, CONFETTI**

We do not allow balloons, glitter or confetti on our facility for any occasion, as it's an accepted, proven fact that along with plastic bags, they are a danger to sea mammals, birds and other wildlife — thank you for your cooperation and understanding.

***I the rentor/rental organization understand and agree to the following conditions  
for renting of the Bermuda Aquarium, Museum and Zoo:***

1. I agree to be responsible for the payment of the rental fee to the Bermuda Zoological Society.
2. BAMZ and the BZS accept no liability for personal injury and must insist that participation access be limited to BAMZ public areas only. Due to the fact that BAMZ is not staffed during evening functions and animal exhibits/holding areas are not supervised it is deemed that evening functions are not suitable for children.
3. Any damage to the BAMZ facility incurred during an evening function will be the responsibility of the rentor/rental organization.
4. The rentor/rental organization/caterer are responsible for leaving the facility in a clean state.
5. The renting organization agrees to abide by all items listed in BAMZ rental guidelines document.

**Please e-mail form back to the Event Coordinator**

**Tel: (441) 704-3674 • e-mail: [events@bzs.bm](mailto:events@bzs.bm)**

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