

I hereby agree to observe and perform all the conditions of rental of the facilities. This rental is on behalf of:

Signature of Applicant: _____

DATE: _____

(See over for Conditions of Hire)

The renter must provide their own utensils, trash bags, warming trays and sterinos, etc. The cost of any items belonging to the BPSU not accounted for at the end of activity will be deducted from the deposit or an additional charge will be invoiced to the renter.

PERSONS UNDER 18 YEARS ARE NOT ALLOWED IF THE BAR IS BEING UTILIZED

RENTAL FEES

Please indicate your requirements:

	Member \$	Non-Member \$
Rental of Small Hall Only <input type="checkbox"/>	50.00	100.00
Rental of Main Hall Only <input type="checkbox"/>	100.00	200.00
Rental of Main & Small Halls <input type="checkbox"/>	150.00	300.00
Custodian – Sunday <input type="checkbox"/>	0.00	50.00 ph
Custodian – All other Parties <input type="checkbox"/>	75.00	75.00
Bartender per 50 guests max three <input type="checkbox"/>	110.00	110.00
Security staff per 50 guests <input type="checkbox"/>	125.00	125.00

All food must be served in the Small Hall.

Review by Office Manager

Signature: _____

Date: _____

FOR OFFICE USE ONLY

Cost: \$ _____

Deposit: \$ _____ Received: Yes / No

Approved: Yes / No

General Secretary

X _____

Bro. Edward Ball

Date: _____



BERMUDA PUBLIC SERVICES (BPSU) HALL RENTAL CHECK LIST

APPLICATION IN WRITING

All applications for the rental of the Bermuda Public Services Union (hereinafter called "BPSU") for either one or more engagement by members/non-members must complete rental form and submit a minimum of four (4) weeks before the event along with deposit. The completed form will be forwarded to the General Secretary for review and approval.

REQUIREMENTS FOR THE RENTER

A Security deposit in the amount of **\$250.00**. If the facilities are left in good order, the \$250 deposit will be returned to the Renter within ten (10) business days via bank transfer.

If the Renter cancels the rental of the premises for either one or more engagements, the General Secretary shall be entitled to receive one weeks' notice prior to the date on which such engagement would otherwise have taken place. Failing to comply with the above, the BPSU shall be entitled to retain 50% of the deposit.

The Renter shall not sub-let the hired premises or any part thereof. Should he/she do so or attempt to do so, the rental will stand cancelled and forfeiture of the fees paid and the Renter and the Sub-letter banned from the premises.

The Executive Committee has the right to waive payments based on circumstances.

The General Secretary may at any time without stating any reason, be at liberty to cancel applications.

DAMAGE TO PROPERTY

If there is more than \$250.00 dollars of damage to the BPSU facility, equipment, etc., the Renter will be responsible for **the dollar amount balance of the repairs**. This includes inside and outside of the rented facility.

SECURITY AND SUPERVISION OF PREMISES

The BPSU will supply Security Staff as per the Liquor Licence Act (see the rental fee list). The Renter shall during the rental along with Security Staff be responsible for:

- (a) The efficient supervision of all guests, including the effective control of children.
- (b) The orderly and safe admission and departure of persons to and from the rented premises.
- (c) The orderly and safe clearance of the rented premises in case of an emergency.
- (d) The safety of the rented premises and the preservation of good order and decency there in and around the property.
- (e) The Renter must ensure that no alcohol is served to persons under the legal age of consumption – eighteen (18) years.
- (f) The Renter must ensure that alcohol that is not purchased through the bar is not consumed on the premises.
- (g) The Renter must ensure that no illegal drugs are used on the premises.

The BPSU will be responsible for securing the building when the applicant has finished the activity.

RENTER'S RESPONSIBILITY

The Renter will contact the Custodian at 292-6985 for an appointment to access the BPSU facility. Please call within **48 hours (two days)** before the event. The Renter agrees:-

1. **NOT** to use permanent decorations, staples, scotch tape or other items on the walls.
2. To remove all decorations and fasteners used on the ceiling (**only** painter's tape allowed).
3. That **no** flags, emblems or other decorations shall be displayed outside or any part of the premises without the previous consent of the General Secretary.
4. **No smoking** will be allowed inside the building which includes all bathrooms and the kitchen.
5. No pets or animals will be allowed in or around the rented facility, except Helper dogs for the Blind.
6. To not to sell alcoholic beverages or supply their own alcoholic beverages at the rented facility.
7. That **all** BPSU Bar sales will be purchased through the BPSU Bartender.
8. To use the Union's tables and chairs unless otherwise agreed.
9. To stack the chairs and tables in the designated area at the end of the function. (Custodian will show the Renter the storage area).
10. To bring their own supplies, i.e. food, dishes, silverware, serving utensils and dish cloths, etc. and remove at the end of function. **Please note:** BPSU's property - *other than chairs, tables and television monitor* are not included in the rental agreement.
11. Under no circumstances will the BPSU make good or accept responsibility or liability in respect of any damage or theft or loss of any property, goods or articles whatsoever placed, deposited, brought into or left upon the premises, either by the renter or by any other person or deposited with an officer or member of the BPSU. The renter must indemnify and hold the Union and its members and officers harmless in respect thereof.
12. The BPSU shall not be liable for any loss due to any breakdown of equipment, failure of supply of electricity, leakage of water, fire or act of God which may cause the premises to be temporarily closed or the renting to be interrupted or cancelled.
13. The Renter shall be liable and shall indemnify the BPSU in respect of any loss, damage or injury which may be incurred by or be done or happen to the Hirer or any person or persons in his/her company or persons resorting to the premises by reason of the use of the rented premises by the Hirer.
14. The right of entry to the rented premises is reserved to any officer of the BPSU on duty and any police officer on duty at any time during the rental.
15. Card carrying members shall have access to those facilities not on rental.
16. **No charge** can be levied for entry to the premises whether member or non-member.

17. The Renter and persons attending the function shall, during such other times as they or any of them shall be in the rented premises for the purpose of the rental, comply with all reasonable requirements of any duly authorized officer of the BPSU.
18. Clean up the premises **unless they have paid for custodial services i.e. sweep and mop all floors. (Bucket and mop will be placed in the kitchen).**
19. Remove all trash from the rented areas (hall, kitchen, bathrooms and backroom) and place in the dumpster outside in the Southern corner of the property.
20. To restore premises to its original condition. Failure to do so will render a penalty charge.
21. To abide by the agreed time as written on the Rental Application Form to exit facility, which includes clean up time. ***If the Custodian has to wait past the time that a Renter has requested to use the facilities, the Renter will forfeit an hourly payment from the Renter's security deposit.***
22. If Custodians are called in between 12 midnight and 6:00 a.m., charges will include the time they receive the call, until completion of the job, plus a premium rate per hour.
23. Custodians will receive double time for all hours worked on a Public Holiday. In addition, Premium pay will be paid after 12 a.m. on holidays.

MAKE SURE:

- Air conditioner and Fans are turned off.
- All lights in hall, kitchen, and restrooms are turned off.
- All the doors are locked.
- The penalty fee will be the hourly rate of the Custodian.