



BERMUDA AQUARIUM, MUSEUM & ZOO  
*supported by*  
BERMUDA ZOOLOGICAL SOCIETY

**BERMUDA AQUARIUM, MUSEUM & ZOO RENTAL FORM**

**Applicant Information**

|                  |                            |        |
|------------------|----------------------------|--------|
| Applicant Name:  |                            | DOB:   |
| Mailing Address: |                            |        |
| Billing Address: | Membership Number & Level: |        |
| Phone (H):       | Phone (C):                 | Email: |

**Organization Information (if applicable)**

|                    |                            |
|--------------------|----------------------------|
| Organization Name: | Membership Number & Level: |
| Address:           |                            |

**Legally Responsible Person (see end of document)**

|       |        |            |
|-------|--------|------------|
| Name: | Email: | Contact #: |
|-------|--------|------------|

**Event Information**

|                      |   |
|----------------------|---|
| Date(s) requested:   | Purpose of use:   |
| Area(s) requested:   |   |
| Rental Time:         | Begin set up: _____ Event Start: _____ Event End: _____ End of Clean Up: _____ Total Hours: _____ |
| Expected Attendance: | Adults: _____ Youth: _____ Total Guests: _____  |
| Catering Company:    | Catering Contact Number:  |
| Beverages Company:   | Entertainment Company:  |

**Add Ons**

|   |
|---|
| <input type="checkbox"/> Behind the Scenes Tour or Animal Encounter (\$150)<br><i>Aquarium behind the scenes or encounter with snake</i>  |
| <input type="checkbox"/> Diver in the North Rock Tank (\$300)<br><i>Diver can be viewed feeding the fish while giving a fun commentary on all the 'critters' and corals in the tank</i> |
| <input type="checkbox"/> Other: _____   |
| <b>Event Coordinator packages:</b>  |
| <input type="checkbox"/> <b>Basic:</b> Email introduction, Site Visit, Greet Caterer & Welcome Guests   |
| <input type="checkbox"/> <b>Concierge/On the Day:</b> Basic package + manage entire event on the day. <i>(price on request)</i>   |
| <input type="checkbox"/> <b>Event Planner:</b> Basic package + plan entire event + manage on the day. <i>(price on request)</i>   |



## FEES

### RENTAL CHARGES:

|             |         |   |
|-------------|---------|---|
| Regular Fee | \$1250: | Monday-Thursday: Aquarium Display Hall and Seal Pool Walkway                                    |
|             | \$1500: | Friday-Sunday: Aquarium Display Hall and Seal Pool Walkway                                      |
|             | \$500:  | Per additional facility location: Discovery Lawn, Museum & Zoo Walkway                          |
|             | \$3000: | Entire Facility: Aquarium Display Hall, Seal Pool Walkway, Discovery Lawn, Museum & Zoo Walkway |
|             | \$850:  | Education Auditorium — with Audio Visual Equipment  |
|             | \$700:  | Education Auditorium  |
|             | \$250:  | Classroom Rental (3 units are available; priced per unit; can be joined together)               |

*Discounts apply according to Corporate Membership or Personal Membership with the Bermuda Zoological Society or the Atlantic Conservation Partnership (501 (c)(3) status).*

50% discount for Bermuda registered charities.

## GUIDELINES

### ENTERTAINMENT

Due to the delicate nature of our exhibits, exclusively loud music is prohibited. Any live 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 5:00pm on the day of the function.

### CLEANING UP

NO 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 BAMZ security and 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 and may incur additional rental fees.



## 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) may be available at another location nearby.

## CAPACITY *\*COVID REGULATIONS APPLY\**

Maximum 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)  |

## SMOKING

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

## WAIVER

BAMZ and the BZS accept no liability for personal injury and must insist that participation access be limited to BAMZ public areas only.

## 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 wildlife — thank you for your cooperation and understanding.

**The “legally responsible person” is designated as the responsible party for the event, must be present for the duration of the event, and must adhere to all policies as stated in the guidelines. I certify that the above listed information is true and agree that any falsification or omission may be grounds for event cancellation.**

I \_\_\_\_\_ understand and agree to the following conditions for renting of the Bermuda Aquarium, Museum and Zoo:

- I agree to be responsible for the payment of the rental fee to the Bermuda Zoological Society.
- I acknowledge that any damage to the BAMZ facility incurred during an evening function will be my responsibility.
- I accept responsibility for leaving the facility in a clean state.
- I agree to abide by all items listed in BAMZ guidelines.
- I understand that BAMZ/BZS reserves the right to terminate your event.

|  |   |             |
|--|---|-------------|
|  |   |             |
| <b>Legally Responsible Person Name</b> | <b>Legally Responsible Person Signature</b> | <b>Date</b> |

| Department Use Only |              |             |
|---------------------|--------------|-------------|
| Date Received:      | Received by: | Function #: |