



# Venue Rentals ~

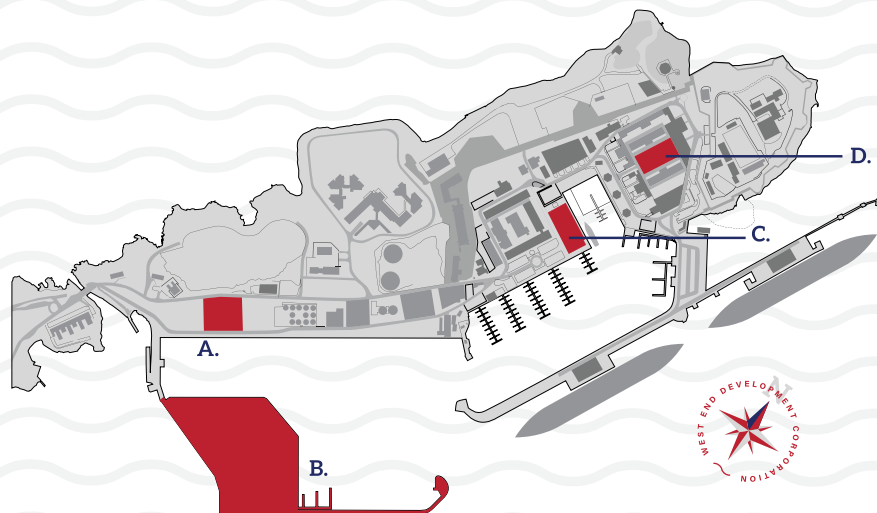
Applications are welcomed for renting venues within the Royal Naval Dockyard for private, public, international and/or community events.

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TERMS, CONDITIONS AND PRICING

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## The Royal Naval Dockyard

- A. The Shed
- B. Cross Island
- C. North Lawn
- D. Victualling Yard

## Venue Rentals

WEDCO is delighted to offer the following venues for rental applications for your next event:

Venue	Type	Rental Rate	Electricity	Water	Restrooms	Lighting	Approximate Size
The Shed	Indoor	1-Day Indoor >8,000 sq. ft.	✓	✓	✓	✓	14,380 square feet
North Lawn	Outdoor	Standard Open-Air	✓	✓	✓	✓	27,300 square feet
Victualling Yard	Outdoor	Standard Open-Air	✓	✓	✓	✓	28,875 square feet
Cross Island	Outdoor	To Be Negotiated	✓	✓	✓	-	392,040 square feet
Black Bay	Outdoor	Day Permit	-	-	-	-	47,732 square feet
Parson's Bay	Outdoor	Day Permit	-	-	-	-	17,238 square feet
Lodge Point Park	Outdoor	Day Permit	-	-	-	-	164,403 square feet
BIV Field	Outdoor	Day Permit	-	-	-	-	85,920 square feet

**Note:** WEDCO will consider requests for any property desired, but the above lists all of the standard venues.

### Requirements

- If electricity and/or water is required for the event, the WEDCO Electrician and/or Plumber must be hired for a minimum of 4 hours.
- If public restrooms are required outside of WEDCO business hours, a WEDCO Custodian must be hired for the entire duration.
- Events held on WEDCO property must offer vendor opportunities to WEDCO tenants free of charge and events requiring food and/or beverage services must use WEDCO tenants unless alternative arrangements have been agreed to with WEDCO in writing in advance.
- Events held on WEDCO property must use a WEDCO approved security company for all security requirements.
- WEDCO team members must be granted full access to events on WEDCO property for reasons such as trouble shooting, online content creation and so on.

### WEDCO Venue Rental Provisions

- A clean venue with a manicured landscape
- Access to water and electricity if available and desired
- Marketing assistance (if the event is open to the public) on the Royal Naval Dockyard website and social media channels

### Successful Applicant Responsibilities

- The following are a few standard responsibilities that a successful applicant can expect to see on their license or permit:
- Ensure the event, employees and all third party vendors adhere to the terms and conditions set out in the event agreement or permit; in addition to, the laws of Bermuda
  - Ensure all associated venue fees are paid on time
  - Ensure electricity and water access requirements; Security and WEDCO team hire requests; and equipment rental requests are provided to WEDCO two weeks in advance of the event
  - Ensure the venue is left in the same condition it was provided, inclusive of managing waste during the event and breakdown
  - Ensure there are enough restrooms available for the number of participants/attendees expected
  - Ensure all children/minors in attendance are monitored
  - Ensure that WEDCO has copies of all required permits, permissions, licenses and/or liability insurance documents that the event requires if any, such as liquor licenses, health certificates, etc.



## Application Process

All applications must adhere to the following process:

1. Review the Venue Rental Terms, Conditions and Pricing document
2. Fill out and submit the Venue Rental Application with accompanying documents such as an event layout and schedule
3. Applicants will be contacted via email with venue availability and application status
4. The venue rental agreement is reviewed and signed by both parties or an event permit has been issued, whichever is applicable

Each individual application will be assessed and considered on its own merit. An application must be submitted for each event even if the event occurs annually.

All venue rental applications must be submitted no later than six weeks before the event or applicants run the risk of the event not being able to be accommodated, even if the venue is available.

No application shall be deemed successful until the applicant and WEDCO have entered into a written agreement or a permit has been issued. No comment by any employee of WEDCO or any other circumstance affects this position.

Applications from organisations/persons in arrears or with a poor credit history with WEDCO will not be considered. Furthermore, any venue bookings from organisations/persons, whose account goes into arrears after booking will have the booking withdrawn and any payments made will be forfeited.

Any desired changes to a venue rental after the agreement has been signed by both parties or the permit has been issued must be submitted in writing and are not deemed accepted until written confirmation from WEDCO has been delivered. Confirmed changes may incur additional charges.

## General Terms & Conditions to Expect

- WEDCO reserves the right to remove any items left after the agreement period is complete and to dispose of the items or charge the successful applicant accordingly for storage.
- WEDCO accepts no liability for any personal injury or injury to participants and third party vendors, loss or damage to belongings, equipment, decor or belongings of third party suppliers or participants sustained while on property, during, before and after the event.
- WEDCO will not sign for or secure any event materials and deliveries when they are delivered. If deliveries are made and the successful applicant is not on site, WEDCO will not be held liable for items. The same holds true for event materials not collected after the function has ended.
- Smoking is not permitted inside any indoor WEDCO venue.
- Illegal drugs are not permitted on WEDCO property at any time.
- Animals are not permitted on WEDCO property unless consent is provided in writing in advance.
- Balloons are not permitted in any of WEDCO's outdoor venues.
- No vehicles may be driven on WEDCO lawns without advanced written consent from WEDCO.
- At no time is a successful applicant permitted to make alterations to WEDCO property, including, but not limited to, electrical, cabling, plumbing and/or structural without advanced written consent from WEDCO.

## Venue Rental Fees

Price	Description
\$450.00/hr	Standard Open-Air Venue Rental Fee
\$50.00	Day Permit Fee for 1-19 attendees
\$100.00	Day Permit Fee for 20-50 attendees
\$150.00	Day Permit Fee for 51-100 attendees
\$200.00	Day Permit Fee for 101-150 attendees
\$250.00	Day Permit Fee for 151-200 attendees
\$550.00	Day Permit Fee for 201+ attendees
\$4,000.00/day	Standard Indoor 1-Day Venue Rental Fee For venues exceeding 8,000 square feet.
\$2,000.00/day	Standard Indoor 1-Day Venue Rental Fee For venues between 2,500 to 7,999 square feet.
\$500/day	Standard Indoor 1-Day Venue Rental Fee For venues under 2,499 square feet.
To Be Negotiated	Cross Island Venue Rental Fee
To Be Negotiated	Multiple Event/Day Rental Fee
50% of the Rental Fee	Charity/Sponsorship Rate
\$1,000.00	Reserve Venue 'in Case of' Fee
\$1,000.00	Refundable Damage Deposit
50% of the Rental Fee	Security Deposit

## Equipment Rental Fees

Price	Description
\$150.00/hr	Hi-Lift & Operator Rental Fee
\$75.00/day	Port-O-Loo Rental Fee
\$4.00/chair	Metal Folding Chairs with Delivery
\$25.00 each/event \$50.00 each/event	Giant Jenga, Corn Hole, Giant Connect 4 Giant Checkers, Giant Chess
Free	Outdoor Trash & Recycle Bins



## Service Fees

Price	Description
Free	Electrician Fee
\$135.00/hr	Weekdays 8:30am to 4:00pm
\$135.00/hr	Weekdays 4:00pm to 8:30am
\$135.00/hr	Weekends & Holidays 8:00am to 12:00am
\$225.00/hr	Weekends & Holidays 12:00am to 8:00am
Free	Plumber Fee
\$100.00/hr	Weekdays 8:30am to 4:00pm
\$100.00/hr	Weekdays 4:00pm to 8:30am
\$100.00/hr	Weekends & Holidays 8:00am to 12:00am
\$135.00/hr	Weekends & Holidays 12:00am to 8:00am
Free	Custodian & Waste Management/Removal Fee
\$90.00/hr	Weekdays 8:30am to 4:00pm
\$90.00/hr	Weekdays 4:00pm to 8:30am
\$75.00/hr	Weekends & Holidays 8:00am to 12:00am
\$90.00/hr	Weekends & Holidays 12:00am to 8:00am
\$40.00/hr/person	Event Security
\$125.00/hr/tram	Dockyard Electric Tram Fee (If Available)

## Non-Compliance Penalty Fees

Price	Description
\$300.00	Cleaning Fee
\$125.00/day	Fee for Leaving Event Materials Past Due Date
\$300.00/half hour	Fee for Event Persisting Beyond End Time

### Standard Venue Rental Fees (Open-Air and Indoor)

The Standard Venue Rental Fees are charged for the duration of the event only, while setup/breakdown time is agreed in writing in advance to accompany the rental. Should the event setup and/or breakdown require a public area to be blocked, the Standard Venue Rental Fee will be charged for this time as well.

Full payment of Standard Venue Rental Fees are due one week prior to the event unless other arrangements have been made in writing. Failure to make this payment could result in event cancellation.

If a decision is made 4 weeks prior to the scheduled event date to postpone the event and the booking is rescheduled within a six week period of the original date, any fees paid may be credited toward the new date. If the event is postponed for later than the 6 week period or with less notice than the required 4 weeks, the Applicant runs the risk of forfeiting fees paid.

If the venue requested is a WEDCO parking lot or requires the blocking of use to a WEDCO parking lot that is operated as a pay-to-park lot during regular business hours (Monday to Saturday from 8:00am to 6:00pm), the organizer will be required to pay for the loss of parking revenue for the time that the area is required to be closed in addition to the rental rate. Loss of parking revenue is calculated per hour per parking bay.

### Day Permit Fees

Day Permits are non-refundable, issued on a first come, first served basis and are based on the number of attendees. Full payment of permit fees are due one week prior to the event unless other arrangements have been made. Failure to make this payment could result in event cancellation.

Permits will be available for collection from WEDCO reception two business days prior to the event and will include a visual of the awarded area.

Awarded applicants must remember the following: (1) bonfires are not permitted; (2) generator usage and/or fun castle installation must be specifically requested; (3) Tickets, food/beverage and product/service sales are prohibited; and (4) WEDCO team members may inspect the awarded site at any time to ensure regulations are being adhered to. All barbecuing must be done with proper metal barbecue equipment. Coals and ashes must be extinguished and properly disposed of. Burying hot coals and/or throwing them in the ocean is prohibited.

### Charity/Sponsorship Venue Rental Fee

The Charity/Sponsorship Venue Rental Fee is awarded to registered charities or to successful sponsorship applicants and is applied identically as explained in the Standard Venue Rental Fees (Open-Air and Indoor) section. All other fees remain.

### Refundable Damage Deposit

A damage deposit is required for each Standard Venue Rental (Open-Air and Indoor) and is due at the time an event license is signed. If the venue is left in its original condition, the damage deposit will be refunded in full. If any cleaning is required and/or penalty and/or property damage fees are incurred, the full damage deposit is kept and the organiser will be charged for any costs in excess.

### Security Deposit

The security deposit is non-refundable, required for each Standard Venue Rental (Open-Air and Indoor) and is due at the time the event license is signed.

The security deposit will be refunded only if a written cancellation notice is made at least 60 days prior to the event date. If the event is in an outdoor venue and is cancelled with less than 60 days notice due to unforeseen inclement weather, WEDCO will only retain the amount the event preparation has cost.

### Reserve Venue in Case of Fee

In order to reserve a venue for use in case of spontaneous events such as weather and so on, a non-refundable deposit of \$1,000.00 is required. If the space is actually used the deposit will be applied to the total rental cost of the venue and services. If the space is not used and the original venue is a WEDCO venue rental, 50% will be forfeited and the other 50% may be applied to an outstanding balance or refunded if there is no outstanding balance. If the space is not used and the original venue is not a WEDCO property the full deposit will be forfeited.



For enquiries or more information, contact:

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