



BERMUDA UNION OF TEACHERS  
*Education for Responsibility*

## BOARDROOM BOOKING FORM

**RESERVE ONLINE** (*before completing this application*)

[www.but.bm](http://www.but.bm)

Boardroom Booking

Password: BookBUT

### RENTAL FEES

Hourly	\$65
Half Day	\$250
Full	\$475

### ORGANIZATION INFORMATION

Name of Organization: \_\_\_\_\_

Website: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Position: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### EVENT INFORMATION

Name of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Set-up Time: \_\_\_\_\_

Expected # of participants/guests: \_\_\_\_\_

Break-down Time: \_\_\_\_\_

Event Description: \_\_\_\_\_

### EVENT TYPE

Meeting       Seminar       Social       Other \_\_\_\_\_

### RENTAL TIME

Hourly \_\_\_\_\_ (qty)       Half Day (4 hrs)       Full Day       Multi-day

### ROOM SET-UP

Boardroom       Theatre       Classroom       Open Plan

### REQUIRED RESOURCES

 (included in rental fee)

60" TV Screen       6' Tables \_\_\_\_\_ (qty)       Chairs \_\_\_\_\_ (qty)

### PAYMENT

Cash       Direct Deposit (BNTB Bermuda Union of Teachers 20 006 060 091256 100)

If you require any additional information or assistance, contact 292-6515 or email [info@but.bm](mailto:info@but.bm). Completed applications should be emailed to [info@but.bm](mailto:info@but.bm) after you have reserved your online booking.

Name: \_\_\_\_\_      Signature: \_\_\_\_\_      Date: \_\_\_\_\_

### FOR OFFICE USE ONLY

Event Approved:      YES      NO

Granted By: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## General Use Room Rental Regulations & Agreements

This Agreement between \_\_\_\_\_ (The Renter) and the Bermuda Union of Teachers (B.U.T.) defines the terms and conditions for rental of B.U.T. Upper North.

*The following terms and conditions apply to all rentals:*

- Rental of the B.U.T. Upper North Boardroom will be on a first come, first served basis. B.U.T. Executive meetings take priority over all bookings.
- All individuals and/or businesses must complete the attached Application Form after they have made their reservation on the B.U.T. website ([www.but.bm](http://www.but.bm)).
- A 50% deposit of the rental fee is required at the time of reservation to secure the booking. The remainder of payment is due 72 hours before the day of the rental. Renters requesting early access are subject to a surcharge of \$100. All room rental payments are non-refundable and may be changed periodically by the Executive Committee of the B.U.T.
- B.U.T. Upper North is equipped with tables and chairs (included in the rental). Should any additional equipment be required, the Renter will be responsible for securing those items. The Renter will be responsible for the removal of items that are not the property of the B.U.T. and will return any distributed keys within 24 hours after their rental.
- All event guests must park on the street (or alternative location). The rear parking lot and adjacent alley must be kept available to other tenant's customers and business neighbors.

*Agreements of the Renter:*

- The Renter agrees that nothing will be attached to the walls, ceiling, or any fixtures that cannot be removed without causing any damage.
- The Renter agrees to be responsible for any damage to the facilities and/or contents and fixtures as a result of their rental and will cover the costs of all repairs and replacements. Any damages will be reported to the B.U.T. Office immediately.
- The Renter agrees to assume responsibility for all actions of their guests and shall not allow any unlawful or disruptive activities.
- The Renter agrees that the facility shall not be used for any fraudulent purpose.
- The Renter agrees to keep the equipment and space clean and free from damage and will leave the facility in proper order, with all paper, trash, cups, etc. disposed of in the trash receptacles outside of the building. If the tables and chairs have been rearranged, they must be returned to their original positions.
- The Renter agrees to not use other spaces of the building outside of the common areas. Use is limited to the room rented, common and public areas such as the kitchen, foyer, and restrooms.
- The Renter agrees that the B.U.T. is in no way responsible for any personal injuries, property damages, or other liabilities that may be incurred during use of the facility, and agrees to release indemnity and hold the B.U.T., its employees, partners, and Landlord harmless of any such damages.

Renter Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_