



FACILITY RENTAL REQUEST FORM

The National Art Gallery of The Bahamas is pleased to make its facilities available to outside organizations and patrons.

At all times, the Gallery's first priority is its collection and programs. In keeping with its mission first and foremost as an art gallery, NAGB has established policies to protect its valuable collection and facility. The Gallery therefore requests that all organizations/groups submit a request in writing for use of the facilities for review by the Director and Facility Rental Coordinator for approval. **All applications must be made four weeks prior to the proposed event date.** Reservation is not confirmed until a copy of the approved Facility Rental Request Form is returned to the contact person of the sponsoring organization. Members will be given first consideration. The Gallery reserves the right to deny any request for facility usage.

Name of Person, Organization/Group: _____

Type of Group (Profit/NonProfit): _____

Name of Contact Person: _____

Email: _____ Telephone: _____

Date of Rental: _____ Number of persons expected: _____
00/00/00

Location of Event on Premises: _____

Description of Event: _____

Will your event be Caterer?: _____ (If yes, a list of approved Vendors will be provided.)

Audio Visual Needs: _____

Volunteers (Provided by Requestor): _____ Tour Guides (if requested): _____

Name of Person(s) Making Request

Signature of Person(s) Making Request

Request Date (00/00/00)