



FACILITY RENTAL GUIDELINES

Section A

GENERAL GUIDELINES

- National Art Gallery of The Bahamas facilities are **not** available for any of the following:
 1. Political meetings or events
 2. Religious gatherings, meetings or events
 3. Private Art exhibitions
- All events must be sufficiently staffed to ensure against damage to facility, property and exhibitions of the NAGB.
- The Gallery prohibits any form of gambling activity, laser shows, fog or smoke machines and live animals.
- All events are expected to harmonize with the character and mission of the Gallery.
- Events may not create any hazard or impose undue hardship to the Gallery, its collection, exhibitions, facilities, staff and visitors.
- Events must be in conformance with the Gallery's established regulations.
- All costs associated with (producing) the events are the responsibility of the sponsoring organization.

The Gallery retains the right to refuse rental to events, which do not reflect the Mission Statement of the National Art Gallery of The Bahamas.

The Facility Rental Coordinator will work closely with the client to ensure a smooth and efficient event. The Rental Coordinator will be present on the day of the event to ensure proper setup.

RESERVATION AND PAYMENT

You may place a tentative hold on a date without paying a deposit. If a request has already been made for a tentative hold on your date, you will be placed next in line. Your hold will be automatically removed after two weeks unless you contact the Facility Rental Department by telephone requesting that the hold be maintained for another two weeks. Only a deposit with the Gallery's signed contract will secure the date of your event.

Host your special event at one of the most beautiful and historic venues on the island.

If we receive another request to secure the same date, we will notify you and ask you to formally secure the date within 24 hours or release it. Verbal reservations become null and void three weeks prior to the scheduled event if a contract has not been signed.

If weather conditions (namely rain and extreme winds) or natural disasters (namely hurricane, tornados or severe storms) prevent the event from occurring, the Gallery will refund all monies paid beyond the 25% deposit, or reschedule the event at the convenience of the leading party, but not on a day that has already been booked or reserved (unless the reserving party releases the date).

In the event of cancellation, the facility renter must provide at least 14 days prior to the date of the scheduled event to receive a refund of all monies paid less the 25% nonrefundable deposit on the total rental fee. All monies paid are forfeited if the event is cancelled with less that 14 days notice.

CATERER

The National Art Gallery will provide a list of approved Caterers who are familiar with the layout and procedures of the Gallery. Only caterers on the list are authorised to work in The National Art Gallery. Other vendors may be contracted after providing the necessary credentials for approved vendors. Please let the Gallery know if you are not using one of the vendors on our list.

The caterer will provide all personnel, materials, and supplies required for the preparation of food and alcohol beverages.

- Alcoholic beverage served must be free of charge. No cash bar is allowed.
- No hot food preparation will be allowed at the Gallery.
- No kitchen facilities are currently available on site for the caterer.
- The Gallery requires that all bar facilities close at lest 1/2 hour prior to the end of an event.

PLANNING, SETUP and BREAKDOWN

A walk-through with the Gallery's Rental Coordinator with the lessee, caterer, and or event planner must occur no later than one week before the event to finalize all arrangements.

For evening events, setup may not begin until 4pm on the day of the event. If extensive or unusual setup is required, it must not interfere with the operation of the Gallery and must be approved by the Rental Coordinator and would incur an additional fee. The Gallery does not provide staff to move props, musical instruments, staging, etc.

- Due to Space restrictions, the Gallery is unable to store material, supplies or any externally supplied equipment related to the rental event. All items brought in by the lessee to produce the event must be removed from the premises within two hours of the events completion.

NAGB Corporate Members have access to exclusive rates to use our Temporary Galleries and grounds.

- Remaining items will be charged a storage fee of \$100.00/day and may be discarded at the Gallery's discretion if allowed to remain more than 48 hours after the event.
- Rental areas must be left in the same condition as found prior to the event.

DECORATIONS

- Flowers and other live organic plants are not allowed inside the Gallery.
- Absolutely no items may be affixed to the walls or columns of the Gallery.

INVITATIONS, ADVERTISEMENTS and PRINTED MATERIALS

The content of all printed materials relating to the event, including invitations, programs, promotional material, press releases and radio advertisements must be submitted to the Rental Coordinator for review and approval **before** being printed. ***Please allow sufficient time for these approvals.***

- The Gallery is not responsible for the production of these printed materials.
- No poster or advertisements or other notices bearing the Gallery's name shall be placed on the public property of The Bahamas. Such property includes utility poles, traffic posts and signals and such similar property.

DAILY RULES OF THE GALLERY ENFORCED DURING RENTALS

- All large bags must be checked in at the security desk
- No smoking
- Umbrellas and other large items must be checked
- Cameras, video recorders, video phones cannot be used inside the galleries
- No artwork is to be touched (unless clearly stated otherwise)
- No food or drink inside the galleries
- No animals
- No running up and down the stairs
- Use the handrails for your safety

DELIVERIES

For delivery of materials and or equipment to the Gallery, a schedule must be established one week before the event. This arrangement must be made with the Gallery's Rental Coordinator.

PARKING

For events on the verandahs and within the Gallery building, parking is available on the Gallery's grounds. The lessee must make additional parking arrangements with neighbouring institutions and in this instance additional security is advised.

Valet Services: All Valet service companies must be approved by the Gallery and a certificate of insurance of \$250,000 must be submitted.

The NAGB is a true cultural icon offering stunning views of Nassau and the nearby harbour.

FACILITIES ARE AVAILABLE FOR RENTAL BETWEEN 5:00PM - 11:00PM EVERYDAY EXCEPT:

Christmas Eve, Christmas Day, Boxing Day
Good Friday, Holy Saturday, Easter, Easter Monday
New Year's Eve, New Year's Day
Labour Day
Emancipation Day
Columbus Day
Whit Monday
Independence Day

AREAS AVAILABLE FOR RENTAL AND RENTAL FEES

Please see our Facility Rental Brochure. (This can be downloaded from our website: www.nagb.org.bs).

Note: During the months of November - January, Corporate Rental Rates increase by 15%.

ADDITIONAL SERVICES AVAILABLE (*Indicates no additional charges)

The following services can be arranged with the Gallery's Rental Coordinator prior to the date of the facility rental:

Guided Tours
Basic Audio Visual Needs*
Availability of the Gift Shop*
Use of the Gallery's limited number of chairs*
Electrical and Lighting Requirements (No cost if within the current system provided.)

CERTIFICATES OF INSURANCE must be provided from the client, their vendors and the vendor's agents at the time the contract is signed.

LOSSES

The NAGB will not assume responsibility of the damage or loss of personal items/merchandise by the client, caterer, or guests at the Gallery.