



Department of Parks
BOTANICAL GARDENS & ARBORETUM
SPECIAL PERMIT

SPECIAL PERMIT NUMBER: _____

Special Permits for activities and events held in Bermuda Government Parks are regulated by the Bermuda National Parks Act 1986 and the Bermuda National Parks Regulations 1988. **Special Permits are issued a minimum of fourteen (14) working days in advance of the activity/event.**

ALL SPECIAL PERMITS EXPIRE AT MIDNIGHT ON THE DAY OF WHICH THE ACTIVITY / EVENT IS BOOKED (UNLESS SPECIFIED).

Applicant's Name: _____ Driver's License or Form of Official Photo ID: _____

Organization: _____ Charity #: _____

Address: _____

Telephone No.: Work _____ Home: _____ Cell: _____

Email: _____

Number of people in attendance: _____

Please complete the following sections in full.

Park	<input type="checkbox"/> Botanical Gardens <input type="checkbox"/> Arboretum							
Type of Activity/Event								
Start Time (includes set-up)						Activity / Event Date	____ / ____ / ____	
End Time (includes pack-up)							Day	Month
Please indicate if you plan to use / have any of the following:								
Laser Tag	Archery	Fun Castle	Amplified Music	Event Tent(s)	Horse(s)	Train Rides	Raffle(s)	Generator(s)
Live Band(s)	Alcohol	Staging	Catering	Sign(s)	Drone(s)	SecurityFencing	Vendor(s)	Other (Specify)

Any event that requires review from the National Parks Commission and/or special consideration by the Director may require additional permit terms and conditions. This may include a Memorandum of Understanding, deposits and additional charges.

Attendance Fee: All fees listed below are per day.		Location: Mark (X) the Building or Grounds required.			
ATTENDANCE	NON-REFUNDABLE FEE	BUILDINGS		GROUND	
1 - 19	\$ 50.00	Jack King		Main Ring	
20 - 50	\$ 100.00	Montrose Mews		Collecting Ring	
51-100	\$150.00	Commercial Slat House		Stables	
101-150	\$200.00	JJ Outerbridge		Camden Lawn - East	
151-200	\$250.00	Horticultural Hall		South Lawn - West	
201 +	\$550.00	Canteen		Celebration Lawn	
Buildings	\$150.00			Formal Garden	
Mandatory Facility Cleaning Fee (min. 2 hours)	\$130.00			Sensory Garden	
				North Garden	
		Gate Opening		East Field (AR)	
		Time:		West Field (AR)	
Impromptu or Exceptional Circumstances - \$ 500.00					
Department of Parks Staff Hired - \$65 per person per hour					

Applicant Signature: _____

(Signing the Special Permit signifies that you have read and understand this first page and the information you provided is correct)

Date: (Day / Month / Year): _____ / _____ / _____

RECEIVED / PENDING

Department of Parks Employee (Print Name): _____

Department of Parks Employee (Signature): _____

Date: (Day / Month / Year): _____ / _____ / _____

SPECIAL PERMIT NUMBER: _____

SPECIAL PERMIT - TERMS & CONDITIONS

1. Special Permits for events are issued on a first come, first serve basis.

2. Special Permits do not give exclusive rights to a particular spot but grant permission to have an organized event. All Special Permits expire at **MIDNIGHT** on the day for which they are approved.

3. Special Permits should be in the possession of the Permit Applicant for inspection if requested by an authorized employee of the Department of Parks.

4. All Fees **MUST** be paid at the time of booking the Special Permit unless agreed. Additional Fees incurred will be invoiced.

5. Events with over 50 people in attendance must have at least one Department of Parks, employee on duty and the responsibilities will include management, parking, and enforcement. The Department of Parks reserved the right to deploy the required staff.

6. Portable Toilets could be rented subject to availability. A minimum of **ONE (1)** Department of Parks Sanitation Employee will be on duty for the duration of the Event from start time through to the finish time of the Event.

7. The removal of litter produced from the event is the responsibility of the permit holder. All refuse must be disposed of in a proper manner.

8. Barbecuing is **NOT** permitted at Botanical Gardens nor the Arboretum.

9. Campfires / Bonfires are **NOT** permitted at Botanical Gardens nor the Arboretum.

10. Balloons are **NOT** permitted at Botanical Gardens nor the Arboretum.

11. No generators are to be used and no live bands are permitted. (Fun castles are an exception).

12. No trading without permission from the Director of Parks in accordance with Section 8 of the Bermuda National Parks Regulations 1988 (e.g. selling of alcohol and food).

13. Laser Tag is **ONLY** permitted at the Arboretum.

14. If radios are used, they must be played at a reasonable volume, so as to not disturb other visitors to the park or beaches and/or the tranquility of the site.

15. Fun Castles will **ONLY** be permitted in the Main Ring, Collecting Ring, Stables, Celebration and South Lawns in Botanical Gardens.

16. Fun Castles are permitted at the Arboretum.

17. Park Rangers and all authorized Officers of the Department of Parks, may at any time during the event examine your site and will inspect the site the following day to ensure that procedures are being followed and that the area has been left in compliance with the Special Event Permit terms and conditions.

18. Park Rangers and all authorized Officers of the Department of Parks, are permitted to perform the following under the authority of the Bermuda National Parks Act 1986 and the Bermuda National Parks Regulations 1988, without a warrant and upon asking:

a. Examine and take copies of any permit or other document required.

b. Examine anything being used in connection with an activity/event within a protected area.

c. Be given the name and address of any person who they believe may be involved in the commission of an offence against the Act or any regulations made under it.

19. Failure to comply with the Bermuda National Parks Act 1986, the Bermuda National Parks Amendment Act 2009 & 2017, and the Bermuda National Park Regulations 1988 may result in legal action being taken against the applicants.

20. All refunds will now be directly deposited into your bank account as per the new policy of the Bermuda Government and the Accountant General’s Department. Please make sure that your banking information is correct when given in. **(NB: Refunds will no longer be given out in check form).**

I HAVE READ AND UNDERSTAND THE ABOVE SPECIAL PERMIT TERMS / CONDITIONS AND AGREE TO BE BOUND BY THEM.

Applicant Print Name: _____

Applicant’s Signature: _____

Date: (Day / Month / Year): ____ / ____ / ____

APPROVED BY

Department of Parks Employee (Print Name): _____

Department of Parks Employee (Signature): _____

Date: (Day / Month / Year): ____ / ____ / ____

For further information call Fort St. Catherine on 297-1920 or the

Department of Parks Office on 236-5902

Monday to Friday 9:00am – 4:30pm

Receipt #	
Attendance Fee	
Staff Hired Fees	
Total Fees	
Cash	Yes <input type="checkbox"/> No <input type="checkbox"/>
Credit/Debit Card #	
Cheque #	