

Before Arrival

Shipping

When shipping equipment and/or chemicals to BIOS, consign all materials to:

Bermuda Institute of Ocean Sciences
17 Biological Lane
St. George's GE01
Bermuda
Attention: (your name here)

Do not place your name at the top of the address or a Bermuda Government wharfage fee will have to be paid.

Please send an itemized list of all equipment and supplies, including their values to BIOS. It will be used as the invoice for Customs clearance. Without an invoice, goods cannot be released from the warehouse. Freight will be picked up from the airport or dock. **A \$58 Customs clearing fee and an \$88 pick-up & delivery charge (per hour) will be applied for this service.**

Add 20% (maximum \$200.00) to all purchases made through BIOS to cover our cost of placing and handling the order. Your institution's purchase order or a valid credit card must be supplied before the order can be placed.

On Arrival

- 1) Immediately register at reception in Hanson Hall upon arrival.
- 2) If you arrive outside regular office hours, collect your "welcome envelope" from the arrivals box attached to the Reception counter.
- 3) Confirm lab, truck or boat bookings with the Receptionist.

Before Departure

At least one day before leaving BIOS, please contact Receptionist regarding the settlement of your bill. Payment may only be made in US/BDA cash, personal check, Visa or MasterCard.

Outbound freight shipping: Advise the Receptionist of the number of boxes to be returned to your home institution and the airport to which they should be sent. Please collect an outgoing freight form from Receptionist and ensure all relevant information is completed and freight is well packaged and clearly addressed. **An \$88 per hour drop off charge will be applied for this service.**

Important Information

Chemicals & Lab Supplies

A very limited supply of chemicals and lab supplies is available at BIOS. Please communicate your requirements prior to arrival. Use of any chemicals must be coordinated with the Lab Operations Department. [link]

Chemical Waste

Visitors are personally responsible for the disposal of their toxic chemicals. Visitors must take waste material back to their home institution for disposal. Please see the Lab Operations Department for further information. [link]

Radioactive Material

All potential users of radioisotopes must obtain permission from the BIOS Radiation Safety Officer before bringing radioactive material to Bermuda. See the Research Application form for details. [link]

Insurance

BIOS does not carry specific insurance to cover individual needs, therefore we strongly suggest that you provide your own insurance for health, accident, theft, equipment damage or loss. We require that all group leaders carry liability insurance, with BIOS as a named insured on the policy. All ship and other boat users are required to sign waivers prior to boarding.

SCUBA

BIOS is a member of the American Academy of Underwater Sciences (AAUS). AAUS accreditation and/or proof of certification, 12 logged dives within the previous 12 months, and current medical are required. Regulation and waiver forms must be completed. BIOS provides only tanks, weights and belts. Contact the Dive Safety Officer for further information.

Passport / VISA Requirements

All persons flying to/from Bermuda – including **U.S. citizens and Bermudians – must present a passport.** Machine-readable passports are preferred; however, Americans, Bermudians and Canadians with valid passports that are not machine-readable may continue to use those passports until they expire. For visa info, check with Bermuda Department of Immigration at www.immigration.gov.bm. Since most flights to/from Bermuda are through the US, US regulations must be followed. <http://travel.state.gov/>. These rules are subject to change, please verify information prior to traveling.



BIOS
BERMUDA
INSTITUTE
OF OCEAN
SCIENCES

Founded in 1903 as the Bermuda Biological Station

2008

Fee Schedule and Guidelines

(Effective January 1, 2008)

Prices are quoted in U.S. Dollars

Address: Bermuda Institute of Ocean Sciences
17 Biological Lane
St. George's GE01
Bermuda

Web Site: www.bios.edu

Telephone: 441-297-1880
Fax: 441-297-8143
Email: reservations@bios.edu

Office hours: 9:00 am to 5:00 pm Atlantic Time
Monday through Friday (except Bermuda holidays)
Atlantic Time is Eastern Time plus 1 hour
Daylight Time is observed on U.S. schedule

CONFIRMATION:

Please make reservations well in advance, as BIOS may not be able to guarantee the availability of facilities on short notice.

Prices are subject to change without notice.

Fees for Individuals Accommodations

| Units with Kitchen | Apt | Cottage |
|--------------------|--------------|--------------|
| 1 Bedroom | \$190 /night | \$225 /night |
| 2 Bedroom | \$235 /night | \$255 /night |
| 3 Bedroom | \$278 /night | \$292 /night |

Rooms with Private Bath

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|-------------|---------------|
| Single | \$ 118 /night |
| Double/Twin | \$ 162 /night |
| Triple | \$ 201 /night |

Rooms with Shared Bath

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| Single | \$ 78 /night |
| Twin | \$ 112 /night |
| Triple | \$ 147 /night |

Stays of 30 consecutive nights or more will be discounted 10%.

Room fees include use of library, computers, wireless Internet (where available), and some lab equipment. Please use our facilities with care and considerations for others. All visitors are encouraged to bring their laptops with them to take advantage of our wireless Internet in reception, Wright Hall and library.

Meals

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|-----------|----------|-----------------|
| Breakfast | \$ 9.80 | |
| Lunch | \$ 16.50 | or \$49.50 /day |
| Dinner | \$ 23.30 | |

Fees for Groups

Educational Groups (minimum 7):

April thru October: Inquire with reception
November thru March: \$105/person/night (reduced to \$100/person/night with a minimum stay of 6 nights)

Fees include accommodation, 3 meals/day and use of lecture, lab & equipment and library. We request one group leader per 6 students. One group leader will be admitted free for every 10 fee-paying participants.

STAFF LECTURES/FIELD TRIP ORGANIZATION:

\$135 per lecture or lab, \$163 per half day field assistance. Please note that some field trips may require staff assistance. First-time groups may receive planning help from the Education Office and a lecture from a BIOS staff member at no charge.

NONSUCH ISLAND PRESERVATION FEE

A group visit fee of \$55 is charged and the proceeds are used for the preservation of the island's habitat.

Marine and Truck Services

Boats

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|--|------------------|
| <i>Henry M. Stommel</i> or equivalent (with operator): | |
| 2 hour minimum | \$ 125 /hour |
| Overtime rate (see Note below) | \$ 145 /hour |
| Half-day rate, 8am-12noon | \$ 400 /half-day |
| Half-day rate, 1pm-5pm | \$ 400 /half-day |
| Half-day - overtime (see Note below) | \$ 465 /half-day |
| Dive Master Assistance | \$ 84 /hour |
| | \$ 250 /half day |

ROV

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| (Includes the assistance of an intern) | |
| Half-day rate, 8am-12noon | \$350 /half-day |
| Half-day rate, 1pm-5pm | \$ 350 /half-day |

The reduced half-day rate only applies to trips which begin and end within the hours shown.

Scuba Tanks

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| Includes use of tank, | \$ 10 per fill |
| Weight belt and weights. | |

Truck

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| Truck with driver (30 people max) | |
| 1 hour minimum | \$ 78 /hour |
| Overtime rate (see Note below) | \$101 /hour |
| Half-day rate, 8am-12noon | \$234 /half-day |
| Half-day rate, 1pm-5pm | \$234 /half-day |
| Half-day - over time (see Note below) | \$280 /half-day |

Truck is not available on Sundays or public holidays, unless by special request, for which there is a \$35 surcharge. Advance request must be made for this, as it requires a special permit from the local authorities.

Note: Overtime rates apply to weekdays before 8 AM, between 12 noon and 1 PM, and after 5 PM, weekends and public holidays. Long-term charter rates are negotiable.

| | |
|---------------------------------------|---------|
| Pick-up & delivery charge | \$88/hr |
| Small truck, w/out driver (1 hr min.) | \$58/hr |
| Customs clearing charge | \$58 |

Other Services

Storage

Ambient: \$0.68 /ft³/mo; Air Conditioned: \$1.31 /ft³/mo
Refrigerated or Hazardous: \$1.90 /ft³/mo;

Freezer or -80: please inquire

Lab/Office Rental

\$80-\$190/day
Rate varies according to the type of lab/office. This includes use of equipment requested on application form. Discounts apply for terms of a week or more.

Computing Services

IT Support: \$85/hr (1/2 hour minimum)

General Facilities

Facilities Fee \$28.50/person/day
Allows non-residents the use of facilities and services.

Library and Computers

Our library is open 24 hours a day; special scientific publications related to Bermuda are available for sale from Education. Limited computing facilities are available in the library. Wireless networking is available in reception, Wright Hall and the library.

Gift Shop

The Gift shop is open Monday to Friday, 10am-4pm. Special arrangements may be made to open for a group outside these regular hours.

Other Information

Deposits

Reservations will be confirmed only after booking deposit is received:

Groups: \$200 /person (4 months in advance)

Final payment is due 1 month in advance.

Individuals: 2 nights stay-credit card guarantee at booking

Cancellation Charges

Groups may cancel at least 4 months and individuals at least a month prior to arrival to avoid forfeiture of deposit. Cancellations for boat or truck must be made at least 24 hours in advance or a charge will be assessed.

Immigration Assistance

Assistance processing scientific/education personnel through immigration is available at \$80.00 per hour plus any government fees charged.

Conferences and Workshops

Contact our Conference Coordinator in Reservations for all information pertaining to conferences and workshops.

Grants-in-Aid for Visiting Scientists

Small grants are available to help defray in-house costs such as lab rental, facilities fees, truck, boat and scuba tank rental, accommodations, etc. Please contact the Grants-in-Aid Officer.

A 25% surcharge will be added to all prices for non-resident users (except for meals, facilities fee and tanks).

Purchases through BIOS will be loaded with a 20% (maximum \$200.00) add-on and must be accompanied with an authorized P.O. or valid credit card.