



**GUSTAVO BACARISAS EXHIBITION GALLERIES  
APPLICATION FOR HIRE**

NAME OF APPLICANT/HIRER:

---

ENTITY (IF APPLICABLE)

---

ADDRESS::

---

DAYTIME TEL:

EMAIL ADDRESS:

---

REGISTERED AS A CULTURAL ORGANISATION ----- YES/NO

If "YES" please enter registration number \_\_\_\_\_

If "NO" and you are a cultural entity, you must register your organisation with Gibraltar Cultural Services Before you can apply for use of Meeting Rooms OR

If "NO" and you are not a cultural entity or do not \*wish to register (see 5)

N/A

DATE(S) REQUIRED:

---

PURPOSE OF HIRE:

---

ACTUAL DATES OF EXHIBITION FROM:

TO:

---

EXHIBITION OPENING TIMES: WEEKDAYS:

SATURDAYS:

---

**CONDITIONS OF HIRE**

1. For exhibitions where no material being exhibited will be sold, a hire fee of £100 per week will be applicable.
2. A deposit of £100 is payable at the time the booking is confirmed by Gibraltar Cultural Services. This deposit will be refunded, after the event, only if it is established to the satisfaction of Gibraltar Cultural Services that no damage or loss whatsoever has been caused and that everything has been left in a proper, clean and tidy condition.
3. Where any material exhibited is sold, a payment equivalent to 20% of the purchase price is payable to Gibraltar Cultural Services in respect of each and every sale or a fee of £100.00 per week will be charged if sales are below weekly fee. The hirer is responsible for ensuring due payment is made to Gibraltar Cultural Services promptly upon termination of the hire period.
4. Commercial use of the Galleries is subject to application approval by Gibraltar Cultural Services. Fees may be applicable at the discretion of Gibraltar Cultural Services.
5. If the applicant is considered to be a Cultural Entity organisation by the Facilities Director, the organisation **MUST** be registered with Gibraltar Cultural Services Before applying for use of the Galleries. Failure to register beforehand will result in application not being approved.
6. The Galleries may be used between 9am and 7pm on weekdays and 9am and 2pm on Saturdays (this specifically excludes public holidays as published by the Government of Gibraltar).

7. Permission to use the Galleries outside the times stipulated in paragraph 2 above must be obtained from Gibraltar Commercial Property Company Ltd, c/o Land Property Services Ltd., Suite 6B Leanse Place, 50 Town Range, Gibraltar. Use of the Galleries outside the stated hours may attract charges as set down by Land Property Services Ltd. Proof of permission(s) granted must be forwarded to Gibraltar Cultural Services in good time prior to the opening of the exhibition.
8. If any activity or display within the Exhibition Galleries is subject to copyright, it will be solely the responsibility of the hirer to ensure that the copyright holder's permission is obtained. Proof of payment of fees due to the Performing Rights Society, or any other entity, must be produced at the time of collecting the keys and at any other time which may be demanded by the Chief Executive Officer.
9. A printed copy of the list of exhibits on sale, detailing artist's name, contact address and telephone number, title of artwork (if any) and selling price in sterling must be produced to Gibraltar Cultural Services at least two working weeks prior to the opening of the Exhibition.
10. The hirer shall at all times have in force a Public Liability Insurance to cover them against any loss or injury which may occur to any property, or to any person, within the Exhibition Galleries, with the sum assured being of not less than one million pounds (£1,000,000). The Public Liability Insurance must be valid for the duration of the entire hire period, including the preparation, set-up and clearing of the Exhibition Galleries. The hirer must present to Gibraltar Cultural Services all relevant policy documents in respect of the required insurances, together with receipts evidencing the payment of all premiums. These documents are required before the hirer is issued with the Exhibition Galleries' keys, as well as at any other time these may be so demanded by the Chief Executive Officer.
11. It is strongly recommended that all exhibits be adequately insured. Irrespective of any insurance policies Gibraltar Cultural Services may hold, it will not make itself responsible for any damage or loss howsoever caused.
12. The Galleries must, at all times, be kept in a clean and tidy condition. Lights are to be switched off and all doors properly locked upon leaving the Exhibition Galleries.
13. All keys issued by Gibraltar Cultural Services are to be returned on the first working day after the event has taken place, or as otherwise agreed with the Chief Executive Officer.
14. Gibraltar Cultural Services reserves the right to refuse hire of the Exhibition Galleries and / or cancel any event without due notice.

**(Please fill details below)**

**BANK DETAILS**

**(Please fill in highlighted below if outside Gibraltar or UK please)**

BANK NAME:

---

ACCOUNT NAME:

---

ACCOUNT NUMBER:

---

SORT CODE:

---

**BANK ADDRESS:**

---

**BENEFICIARY ADDRESS:**

---

**IBAN NUMBER:**

---

**BIC/SWIFT CODE:**

---

**GIBRALTAR CULTURAL SERVICES WILL KEEP AND USE INFORMATION SUPPLIED IN THIS APPLICATION FORM IN LINE WITH THE DATA PROTECTION ACT 2004. GCS MAY RELEASE THIS INFORMATION TO OTHER GOVERNMENT DEPARTMENTS AND/OR AGENCIES. GCS WILL ONLY USE PERSONAL DETAILS PROVIDED HEREIN FOR THE PURPOSE OF ADMINISTERING THE EXHIBITION GALLERIES.**

**I have read and understood the 'Conditions of Hire' detailed above and agree to abide by them.**

Signature of applicant/hirer:

Date:

**OFFICE USE ONLY**

Application Approved / Not Approved (delete as required)

Date:

Name & Signature of Officer:

Cultural Registration Number:

Deposit (£100) Date:

Receipt No:

Total fee for hire:

Receipt No:

Date:

Proof of Insurance & receipt(s) attached

Proof of 'Copyright' payment attached (when applicable)

Authority for use outside stipulated times attached (when applicable)

List of exhibits attached (if applicable)

Deposit return:

Bank Transfer date:

GIBRALTAR CULTURAL SERVICES LTD. 308 MAIN STREET T: 20075669 F: 20067241 E: bookings@culture.gov.gi

COMPANY REG. NO. 706512

Working for H.M. GOVERNMENT OF GIBRALTAR