

**EXHIBITION ROOMS BOOKING FORM**

ROOM(S) BOOKED \_\_\_\_\_

NAME OF CONTACT \_\_\_\_\_ TEL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NAME OF ARTIST or ORGANISATION \_\_\_\_\_

DETAILS OF EXHIBITION \_\_\_\_\_

DATES: FROM \_\_\_\_\_ TO \_\_\_\_\_ DATES INCLUSIVE

OFFICIAL OPENING ON \_\_\_\_\_

DETAILS OF VIPs \_\_\_\_\_

ADDITIONAL REQUIREMENTS \_\_\_\_\_

OPENING TIMES FROM \_\_\_\_\_ TO \_\_\_\_\_

Do you wish us to open in your absence ----- YES/NO

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 Exhibition Rooms OR

If "NO" and you are not a cultural entity or do not \*wish to register (see 10) N/A

**BOOKING CONDITIONS**

1. The Exhibition Rooms will be available during the John Mackintosh Hall opening hours unless otherwise requested.
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. A 20% commission will be payable on all sales or if sales falls under £100 weekly fee, then a £100 will be charged.
4. For exhibitions where no material exhibited will be sold, a hire fee of £100 per week will be applicable. The decision for waiving of fees will be at the discretion of the management. All other fees will be applicable as set.

5. Any person wishing to purchase any artworks on display are to do this via the John Mackintosh Hall reception.
6. The hirer must ensure to provide a list of items on sale with prices in Sterling prior to the booking.
7. It is the responsibility of the hirer to advise the public to contact the JMH reception should they wish to purchase any artworks on display.
8. Bank transfer or Card payments will be accepted for the purchase of exhibits at reception. A receipt will be given to the client, which can then be exchanged for the collection of the purchased artwork after the exhibition has ended.
9. Gibraltar Cultural Services will reimburse the hirer the total amount of sales made, less the 20% commission due, after the exhibition has ended.
10. If the applicant is considered to be a Cultural Entity organisation by the 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.
11. The Exhibitor will be responsible for ensuring that the Room(s) is vacated by close of business on the final day.
12. The Management will not accept applications from Exhibitors whose exhibitions fall below certain culture and other standards set by the Administration.
13. The opening hours of the John Mackintosh Hall are 0900Hrs to 2200Hrs Monday to Friday (summer hours apply)
14. The Exhibitor shall be solely responsible for the hanging, the publicity, the printing, the insurance cover, and any other expenses incurred together with expenses in respect of any refreshments which may be required at the opening of the Exhibition.
15. No clerical or secretarial work in connection with the Exhibition will be undertaken by the staff of the Hall on behalf of the Exhibitor.
16. Management asks for your cooperation in maintaining the Hall a No Smoking area.
17. Food and drink may not be consumed in the Exhibition Rooms unless previously arranged with the Management.
  - a) Any person preparing food at the premises to be served at an event or function must comply with all relevant food safety legislation as instructed by the Environmental Agency. If the food is being prepared on the premises by a third party for reward, that third party must hold an appropriate trade licence and must conform to all relevant best practice.
  - b) The hirer must accept all responsibility for any injury, which may occur as a consequence of any person consuming food prepared:-

- i) On the premises by him, or third party directed by him, and/or
- ii) Elsewhere and served at the premises, during the duration of the hire of the premises.

18. The John Mackintosh Hall may in its absolute discretion, vary, amend or cancel the booking conditions at any time and the user agrees that no liability will be attached to the John Mackintosh Hall or the Government of Gibraltar as a result of any such, variation, amendment or cancellation.

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**(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:** \_\_\_\_\_

**I have read the conditions and I agree to abide by these and any other terms and conditions made known to me in respect of the use by me of the premises.**

**SIGNATURE OF USER** \_\_\_\_\_ **DATE** \_\_\_\_\_

**OFFICE USE ONLY**

Booking Made By: \_\_\_\_\_

Application Approved / Not Approved

Date: \_\_\_\_\_

Name & Signature of Officer: \_\_\_\_\_

Cultural Registration Number: \_\_\_\_\_

Deposit (£100) Date:            /        /            Receipt No: \_\_\_\_\_

Total Sales: £ \_\_\_\_\_

Commission: £ \_\_\_\_\_

Payable to Exhibitor: £ \_\_\_\_\_

Signature of Exhibitor: £ \_\_\_\_\_

Licences: \_\_\_\_\_

Deposit return transfer date: \_\_\_\_\_