



**EXECUTIVE BOARD ROOM BOOKING FORM**

BOOKING DATE \_\_\_\_\_

NAME OF USER/ORGANISATION \_\_\_\_\_

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

EMAIL \_\_\_\_\_

DETAILS OF MEETING \_\_\_\_\_

REQUIREMENTS \_\_\_\_\_

TIMES REQUIRED: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

REGISTERED AS A CULTURAL ORGANISATION-----YES/NO
If "YES" please enter registration number _____
<b>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 Room OR</b>
If "NO" and you are not a cultural entity or do not *wish to register (see 5) N/A

I have read the conditions below 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** \_\_\_\_\_

**BOOKING CONDITIONS**

- 1) The Meeting Room will be available from 0900hrs to 2200hrs.
- 2) The Management will not allow any meeting to take place which fall below certain cultural or other standards determined by the administration, and reserves the right to refuse and/or to cancel any function or event.
- 3) The hire fees for the Executive Board Room are £50 for half a day and £100.00 for a full day use.
- 4) Facilities Available; Internet, Smart T.V, Telephone/Conference Phone, HDMI, Water, Tea, Coffee.
- 5) The opening hours of the John Mackintosh Hall are 0900hrs to 2200hrs Monday to Friday (Summer Hours Apply).
- 6) 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 Meeting Room. Failure to register beforehand will result in application not being approved.
- 7) It shall be the responsibility of the users of the Meeting Room to ensure that the room is left in an acceptable condition.

- 8) Management asks for users' cooperation in maintaining the entire John Mackintosh Hall a **No Smoking** area.
- 9) Food may not be consumed in the Meeting Room 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 Environment 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/her, or a third party directed by him/her, and/ or
    - ii. Elsewhere and served at the premises during the duration of the hire of the premises.
- 10) 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 shall attach to the John Mackintosh Hall or the Government of Gibraltar as a result of any such, variation, amendment or cancellation.

**OFFICE USE ONLY**

Booking Made by: \_\_\_\_\_

Cultural Registration number: \_\_\_\_\_

Application approved / Not approved \_\_\_\_\_

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

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

Total fee for hire: £ \_\_\_\_\_ Receipt No: \_\_\_\_\_  
 (Commercial Rates @ £50.00 half day use or £100.00 for full day use)  
 (Card or bank transfer payments only)

Payment Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Name of Officer: \_\_\_\_\_

Other Fees: \_\_\_\_\_

Fee: £ _____	Receipt No: _____	Payment Date _____ / _____ / _____
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Fee: £ _____	Receipt No: _____	Payment Date _____ / _____ / _____
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