

CENTRAL HALL - APPLICATION FOR HIRE

NAME OF APPLICANT/HIRER:

(must be 18 years or over)

ENTITY (IF APPLICABLE)

ADDRESS:

DAYTIME TEL:

DATE(S) REQUIRED:

PURPOSE OF HIRE:

NAME OF CATERER:

TELEPHONE NUMBER:

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 the Central Hall OR

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

N/A

CONDITIONS OF HIRE

1. A deposit of £100 is payable at the time the booking is confirmed by the Gibraltar Cultural Services. This deposit will be refunded, after the event, only if it is established to the satisfaction of GCS that no damage or loss whatsoever has been caused and that everything has been left in a proper, clean and tidy condition.
2. For events/functions where no entrance or other fees are charged to the public, a fee of £75 per day is payable at the time the application is approved. For other functions the fee will depend on the proposed use.
3. Payment must be made at the John Mackintosh Hall reception, 308 Main Street during normal office hours. Cheques payable to "Gibraltar Cultural Services Limited".
4. Failure to pay the Deposit or Fees at the time these are requested may result in the booking being cancelled.
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 hall. Failure to register beforehand will result in application not being approved.
6. Any damage or loss caused to either the premises, or equipment provided therein, will be the responsibility of the hirer who will have to meet the costs incurred by GCS in making good and/or replacing.
7. The hirer shall at all times have in force a Public Liability Insurance against any loss or injury which may occur to any property or to any person arising out of the hire of the hall in an amount of not less than One million pounds (£1,000,000) for the duration of the event, including the preparation, set up and clearing of

the hall. The hirer shall produce to GCS a copy of the policy or policies of insurance prior to collection of keys.

8. Any person preparing food at the premises to be served at an event or function must comply with all relevant food safety legislation. 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.
The hirer must accept all responsibility for any injury, which may occur as a consequence of any person consuming food prepared:-
 - (a) On the premises by him, or a third party directed by him, and / or
 - (b) Elsewhere and served at the premises, during the duration of the hire of the premises.
 - (c) No food is to be cooked or prepared outside the kitchen area.
9. If music is going to be played / provided at an event, proof of payment of any fees due to the Performing Rights Society, or others, when applicable, must be produced at the time of the booking and at any other time that this is demanded by GCS.
10. Music may only be played during the times as permitted by Law.
11. Consideration must be taken of neighbours.
12. The premises must be left in a clean and tidy condition.
13. Any rubbish must be properly deposited inside the bins provided outside the hall.
14. Lights and air conditioning units are to be switched off, water taps closed and all doors and windows properly locked on leaving the hall.
15. Keys are to be returned to GCS on the first working day after the event has taken place.
16. Sub-letting – The hirer shall not sub-let the premises or any part thereof without the written consent of the GCS. In the event that the hirer sub-lets the premises, or attempts to do so, in contravention of this clause, GCS may:
 - a) Cancel the hirer's application;
 - b) Forfeit any charges paid in connection with the hire; and/or
 - c) Exclude the hirer and/or the sub hirer from hiring the premises on any subsequent occasion.
17. No gambling is allowed on the premises.
18. There shall be no unlawful sale of any goods and/or alcohol.
19. The Premises may not be used for either personal or organizational monetary gain or to promote business activities. No advertisements, posters or information of any kind may be displayed, without prior approval by the GCS
20. Naked flames are not allowed inside the hall. No decorative hangings may be used or any alterations made to the building without the consent of GCS and unless certified as fire resistant. No smoke machines.
21. No temporary additions to lighting or electrical circuits may be made without authority from GCS.
22. Loss of keys will result in forfeit of deposit.
23. GCS may remove from the hall any articles left by the hirer after keys have been returned and the hirer shall pay all fees incurred.
24. No inflammable chemical, explosive or other dangerous substances may be used or kept on site without written authority of GCS
25. No vehicle may be left within four meters of an emergency exit or exit route.
26. The maximum capacity of the hall is 350 persons. This number cannot be exceeded for any reason whatsoever.

27. The hirer must comply with all rules and regulations of the entertainment licence and entertainment safety rules.
28. GCS reserves the right to make any additional conditions or regulations considered necessary to ensure safety or proper operation of a letting.
29. GCS reserves right of entry at all times to its officers and statutory authorities
30. Non-compliance with these conditions will result in future applications not being approved
31. GCS may in its absolute discretion, vary, amend or cancel the conditions of hire at any time and the hirer agrees that no liability shall attach to GCS or the Government of Gibraltar as a result of any such, variation, amendment or cancellation.

The Government accepts no liability for injury, damage or loss. The hirer will indemnify the Government against any claim, action or proceedings resulting from use of the Hall and will pay any costs incurred. Gibraltar Cultural Services reserves the right to refuse the hire of the hall and / or cancel any function / event.

**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 HALL.**

I have read and understood the ‘Conditions of Hire’ 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 Licenses (when applicable) _____

Proof of 'Copyright' payment attached _____

Deposit return collected Date: / / Cheque collected by: _____

working for H.M. GOVERNMENT OF GIBRALTAR