

MEETING ROOMS BOOKING FORM

ROOM BOOKED _____ 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 _____

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

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 Rooms will be available from 0900hrs to 2200hrs.
- 2) The Management will not allow meetings 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 opening hours of the John Mackintosh Hall are 0900hrs to 2200hrs Monday to Friday (summer hours apply).
- 4) There is no charge for the hire of Meeting Rooms, however, in certain cases when the rooms are to be used for business purposes, a charge will be payable. Written requests must be submitted to the Management in the event that the Meeting Rooms are required for the said business purpose.
- 5) 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 Rooms. Failure to register beforehand will result in application not being approved.
- 6) It shall be the responsibility of the users of the Meeting Rooms to ensure that the rooms are left in an acceptable condition.

7) Management asks for users' cooperation in maintaining the entire John Mackintosh Hall a **No Smoking** area.

8) Food and drink may not be consumed in the Meeting 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/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

9) 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 (delete as required) _____

Date: / / _____

Name & Signature of Officer: _____

Total fee for hire: £ Receipt No:
(Commercial Rates @ £25.00 half day use or £50.00 for full day use)

Payment Date: / / Name of Officer:

Other Fees: _____

Fee: £ Receipt No: Payment Date / /

Fee: £ Receipt No: Payment Date / /