

2019: Please be advised that this booking will take place in an election year. HMGOG may call a general election at any time and reserves the right to cancel your booking at any point

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 _____

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

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.

