

**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) If the hirer is a commercial entity, fee will be applicable.
- 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.

