



BOOKING ID NO: \_\_\_\_\_

## APPLICATION BOOKING FORM

### YOUR DETAILS

NAME OF APPLICANT: \_\_\_\_\_

ENTITY (IF APPLICABLE): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

### VENUE DETAILS

PURPOSE OF HIRE: \_\_\_\_\_

DATE/S: FROM \_\_\_\_\_ TO \_\_\_\_\_ DATES INCLUSIVE

NAME OF CATERER: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL \_\_\_\_\_

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 Central Hall OR

If "NO" and you are not a cultural entity or do not wish to register (see terms and conditions) \_\_\_\_\_



## BOOKING CONDITIONS

### PLEASE ENSURE YOU UNDERSTAND WHAT YOU ARE COMMITTING YOURSELF TO

1. A deposit of £500 is required once the booking is confirmed by Gibraltar Cultural Services (GCS). This deposit will be refunded, after the event, only if GCS is satisfied 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 fees are charged a fee per day is payable at the time the application is approved. The fee will depend on the proposed use, for other functions as follows:

Birthdays and other minor celebrations	£200.00
Weddings and other major private events	£500.00
Ticketed Events (for Charities)	£200.00
Ticketed Events (for others)	£500.00 and a 20% on ticket sales.

3. Payment must be made by bank transfer to “Gibraltar Cultural Services Limited”, or otherwise through our online booking platform.

4. Failure to pay the Deposit or Fees at the time these are requested may result in the cancellation of the booking.

5. If the applicant is considered to be a Cultural Entity organisation, the organisation **MUST** be registered with GCS before applying for use of the hall. Failure to register beforehand may result in the 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 must produce Public Liability Insurance cover against any loss or injury which may occur to any property or to any person arising out of the hire of the hall. 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 is required. The hirer shall produce to GCS a copy of the policy or policies of insurance prior the use of the hall being allowed.

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. No food is to be cooked or prepared outside the kitchen area. The hirer must accept all responsibility for any direct issue as a result of any person consuming food prepared:

- (a) On the premises by the hirer, or a third party directed by the hirer, and / or
- (b) Elsewhere and served at the premises, during the duration of the hire of the premises.



9. If music is going to be played and/or provided at an event, proof of payment of any fees that are payable to the Performing Rights Society (PRS) is required. The Hirer must provide a receipt of payment to GCS, at the time of the booking and at any other time that this is required by GCS.

10. Music may only be played during the times as permitted by Law. Consideration must be taken of the residents living in the area.

11. Music is not to be played in the courtyard area at **ANY** time of the day.

12. The venue is equipped with its own sound system which you can use for your event, the hirer must inform GCS of the intention to utilise this facility and a separate key will be issued for its access. The user must be competent and not overpower the amplifiers at any time. These will be tested after your booking to ensure that no damage has been caused.

13. Any rubbish must be properly deposited inside the bin store provided outside the hall. The premises must be left in a clean and tidy condition.

14. Upon leaving the venue, the hirer must ensure that the lights and air conditioning units are switched off, water taps closed and all doors and windows properly locked.

15. Keys are to be returned to GCS on the first working day after the event has taken place.

The Head of Facilities at GCS or his/her appointed officer will meet the Hirer on site on the day of the booking to give the Hirer a tour of the facility and go over the inventory. Thereafter, the handing over of the keys will take place. Likewise, the same will apply after the event. The Keys will need to be handed over 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 GCS. If 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, unless previously authorised by GCS. Should this be allowed, then the Hirer will need to provide copies of the relevant licenses to GCS.

18. There shall be no sale of any goods and/or alcohol, unless previously agreed with GCS. Should this be allowed, then the Hirer will need to provide copies of the relevant licenses to GCS.



19. The Premises may not be used for either personal or organisational monetary gain or to promote business activities. No advertisements, posters or information of any kind may be displayed, without prior approval by GCS.
20. Naked flames and smoke machines are not allowed inside the hall.
21. No decorative hangings may be used, or any alterations made to the building without the consent of GCS and unless certified as fire resistant. **ALL DECORATIONS MUST BE FREESTANDING! NO BLUE TACK OR SELLOTAPE IS TO BE USED ON ANY OF THE SURFACES IN THE BUILDING, unless otherwise approved by GCS.**
22. No temporary additions to lighting or electrical circuits may be made without consent from GCS.
23. Loss of keys, damage made to the property or missing items from the Inventory will result in forfeit of deposit.
24. All articles should be removed by the Hirer prior returning the keys. Any items left behind will be removed by GCS at the Hirers expense.
25. No flammable chemical, explosive or other dangerous substances may be used or kept on site without written consent from GCS and the relevant essential services authority.
26. The hirer must be aware of and consider the fire escape routes of the venue and ensure that these are kept clear at all times. This includes the courtyard area. No vehicle may be left within four meters of an emergency exit or exit route.
27. The maximum capacity of the hall is 350 persons. This number cannot be exceeded for any reason whatsoever.
28. The hirer must comply with all rules and regulations of the entertainment licence and entertainment safety rules.
29. Concerts and major events cannot be approved until the Events Notification Form (ENF) has been approved by the Safety Advisory Group (SAG) and PRS has been paid accordingly. Completed ENF's must be sent to GCS 6 months prior to the event.
30. GCS reserves right of entry always to its officers and statutory authorities.
31. Non-compliance with these conditions will result in future applications not being approved.
32. 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 because 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. GCS reserves the right to refuse the hire of the hall and / or cancel any function / event.
33. The person whose name is on the application form must be over 18 years of age and will be deemed to be the Hirer.



I have read and understood the 'Conditions of Hire' of the Central Hall and I agree to abide by them, and any other conditions made known to me in respect of the use of the premises. I also agree to ensure to have all persons involved with the event abide by them.

GIBRALTAR CULTURAL SERVICES WILL KEEP AND USE INFORMATION SUPPLIED IN THIS APPLICATION FORM IN LINE WITH THE DATA PROTECTION ACT 2018.  
GCS MAY RELEASE THIS INFORMATION TO OTHER GOVERNMENT DEPARTMENTS AND/OR AGENCIES.

**FULL NAME (IN BLOCK LETTERS):** \_\_\_\_\_

**SIGNATURE OF APPLICANT/HIRER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**GCS Bank details:**

Bank Name: Natwest Bank  
Account Name: Gibraltar Cultural Services Ltd  
Account Number: 48041629  
Sort Code: 60-60-60



## BANK DETAILS

(Please fill in highlighted below if outside Gibraltar or UK please)

BANK NAME: \_\_\_\_\_

ACCOUNT NAME: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

SORT CODE: \_\_\_\_\_

BANK ADDRESS: \_\_\_\_\_

BENEFICIARY ADDRESS: \_\_\_\_\_

IBAN NUMBER: \_\_\_\_\_

BIC/SWIFT CODE: \_\_\_\_\_



## OFFICE USE ONLY

Booking Made By: \_\_\_\_\_

Application Approved / Not Approved (delete as required): \_\_\_\_\_

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

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

Cultural Registration Number (if applicable): \_\_\_\_\_

Deposit (£500) date: \_\_\_\_\_ Receipt No: \_\_\_\_\_

Total Fee for Hire: £ \_\_\_\_\_ Receipt No: \_\_\_\_\_

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

Proof of Insurance & receipt(s) attached: \_\_\_\_\_

Licences (when applicable): \_\_\_\_\_

Proof of 'Copyright' payment attached: \_\_\_\_\_

Licences (when applicable): \_\_\_\_\_

Deposit return transfer date: \_\_\_\_\_