



## GEMA GALLERY APPLICATION FOR HIRE

NAME OF APPLICANT/HIRER:

ENTITY (IF APPLICABLE)

ADDRESS:

DAYTIME TEL:

DATE(S) REQUIRED:

PURPOSE OF HIRE:

ACTUAL DATES OF EXHIBITION: 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 the Gallery. The CEO will consider if the organisation is a cultural entity before accepting the application.**

### CONDITIONS OF HIRE

1. Gibraltar Cultural Services (hereinafter GCS) will not charge a hiring fee. However, a deposit of £100 is payable to confirm the booking. The deposit will be refunded after the exhibition, only if established that, the Gallery has no damage and that the space has been left clean and tidy.
2. Where any material exhibited is sold, a 20% commission on all sales will apply.
3. The gallery will be opened, manned and closed by a member of GCS staff from 11am to 3pm, Mondays, Wednesdays and Fridays. Tuesdays and Thursdays opening hours are from 11am to 6pm. Overtime cost at £7 per hour will be applicable for every hour thereafter. Weekends & Bank Holidays costs are at £14 per hour.
4. If any activity or display within the Exhibition Galleries is subject to copyright, it will be solely the responsibility of the hirer to ensure that the copyright holder's permission is obtained. Proof of such will be required. Proof of payment of fees due to the Performing Rights Society if applicable, or any other entity, must be produced prior to the event.
5. It is mandatory that all exhibits be adequately insured, by the hirer. A contents insurance is applicable. Irrespective of any insurance policies Gibraltar Cultural Services may hold, it will not make itself responsible for any damage or loss howsoever caused. These documents are required before the event, and could be well requested by the CEO at any other time.

6. It is the responsibility of the hirer that the gallery vault is kept clean and tidy at all times.
7. The hirer will be responsible to hang and display their work. GCS will provide the hirer with plinths and hanging requirements, when available.
8. A printed copy of the list of exhibits on sale, detailing the artists name, contact address, telephone number, title of artwork (if any) and selling price in sterling must be produced and given to the Cultural Development Office at least two weeks prior to the opening of the exhibition.
9. The hirer will be responsible for the official opening, invitations, drinks and any other expenses related to the Exhibition. The Cultural Development Office, CDO, will market and promote the exhibition.
10. Gibraltar Cultural Services reserves the right to refuse hire of the Exhibition Gallery and / or cancel any event without due notice.
11. There must be access to all vaults at all times. Please do not obstruct the corridors or outside entrance ramp.
12. An application is not confirmed until all parties have signed the application forms and the deposit has been paid.

**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. GCS WILL ONLY USE PERSONAL DETAILS PROVIDED HEREIN FOR THE PURPOSE OF ADMINISTERING THE EXHIBITION GALLERIES.**

**I have read and understood the ‘Conditions of Hire’ detailed 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:

Total fee for hire:

Receipt No:

Date:

Proof of Insurance & receipt(s) attached

Proof of 'Copyright' payment (PRS) attached (when applicable)

**GIBRALTAR CULTURAL SERVICES LTD.308 MAIN STREET T: 200 67236 / [gemagallery@outlook.com](mailto:gemagallery@outlook.com)**

**COMPANY REG. NO. 706512**

Working for H.M. GOVERNMENT OF GIBRALTAR