BOOKING ID NO: _____

Culture.gi
GIBRALTAR CULTURAL SERVICES

GUSTAVO BACARISAS EXHIBITION GALLERIES
APPLICATION FOR HIRE

YOUR DETAILS

NAME OF APPLICANT: _____

NAME OF ARTIST/ORGANISATION: _____

ENTITY (IF APPLICABLE): _____

ADDRESS: _____

TELEPHONE: _____

EMAIL: _____

EXHIBITION DETAILS

DETAILS OF EXHIBITION: _____

TOTAL DATE/S: FROM _____ TO: _____ DATES INCLUSIVE

OFFICIAL OPENING ON: _____ EXHIBITION ENDS: _____ DATES INCLUSIVE

DETAILS OF VIPs: _____

ADDITIONAL REQUIREMENTS: _____

OPENING TIMES 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 Gustavo Bacarisas Gallery OR

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

GIBRALTAR CULTURAL SERVICES

BOOKING CONDITIONS

PLEASE ENSURE YOU UNDERSTAND WHAT YOU ARE COMMITTING YOURSELF TO

1. For exhibitions where no material being exhibited will be sold, a hire fee of **£225** per week will be applicable.

2. A deposit of **£125** is payable at the time the booking is confirmed by Gibraltar Cultural Services (GCS). This deposit will be refunded, after the event, only if it is established to the satisfaction of GCS that no damage or loss whatsoever has been caused and that everything has been left in a proper, clean and tidy condition.

3. All applications for the use of the Gallery must be made in writing via our online Culture.gi booking platform or by emailing **bookings@culture.gov.gi**. The applicant must precisely state the nature of the purpose for which the Gallery is required. GCS will not be held responsible for any mistakes arising through non-compliance with the conditions. GCS reserves the right to call for further particulars respecting any proposed booking.

4. Where any material exhibited is sold, a payment equivalent to 20% of the purchase price is payable to GCS in respect of every sale or a fee of £225.00 per week will be charged if sales are below weekly fee. The hirer is responsible for ensuring due payment is made promptly upon termination of the hire period.

5. Commercial use of the Galleries is subject to application approval by GCS. Commercial fees will apply at the discretion of GCS.

6. If the applicant is considered to be a Cultural Entity organisation by GCS, the organisation MUST be registered with GCS before applying for use of the Galleries. Failure to register beforehand will result in application not being approved.

7. The Galleries may be used between 9:30am and 7:30pm on weekdays and 9:30am and 1:30pm on Saturdays (this specifically excludes public holidays as published by the Government of Gibraltar).

8. Permission to use the Galleries outside the times stipulated in paragraph 7 above must be obtained from Gibraltar Commercial Property Company Ltd, c/o Land Property Services Ltd., Suite 6B Leanse Place, 50 Town Range, Gibraltar. Use of the Galleries outside the stated hours may attract charges as set down by Land Property Services Ltd. Proof of permission(s) granted must be forwarded to GCS in good time prior to the opening of the exhibition.

9. 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 payment of fees due to the Performing Rights Society (PRS), or any other entity, must be produced at the time of collecting the keys and at any other time which may be demanded by the Chief Executive Officer.

10. A copy of the list of exhibits on sale, detailing artist's name, contact address and telephone number, title of artwork (if any) and selling price in sterling must be produced to GCS at least two working weeks prior to the opening of the Exhibition.

11. The hirer shall at all times have in force a Public Liability Insurance to cover them against any loss or injury which may occur to any property, or to any person, within the Exhibition Galleries, with the sum assured being of not less than one million pounds (£1,000,000). The Public Liability Insurance must be valid for the duration of the entire hire period, including the preparation, set-up and clearing of the Exhibition Galleries.

12. The hirer must present to GCS all relevant policy documents in respect of the required insurances, together with receipts evidencing the payment of all premiums. These documents are required before the hirer is issued with the Exhibition Galleries' keys, as well as at any other time these may be so demanded by the Chief Executive Officer.

13. It is strongly recommended that all exhibits be adequately insured. Irrespective of any insurance policies GCS may hold, it will not make itself responsible for any damage or loss howsoever caused.

14. The Galleries must, always, be kept in a clean and tidy condition. Lights are to be switched off and all doors properly locked, and the alarm armed, upon leaving the Galleries.

15. All keys issued by GCS are to be returned on the first working day after the event has taken place, or as otherwise agreed with a GCS facilities officer.

16. GCS will not allow exhibitions to take place which fall below certain cultural or other standards determined by GCS, or which might be considered obscene, seditious, libellous, or likely to incite hatred or a breach of the peace. GCS reserves the right to refuse and/or to cancel any function or event.

17. Right of admission is reserved, GCS officers may prevent entry to the facility if it is considered to be in the best interests of the Galleries.

18. Gibraltar Cultural Services reserves the right to refuse hire of the Exhibition Galleries and / or cancel any event without due notice.

GIBRALTAR CULTURAL SERVICES

I have read and understood the 'Conditions of Hire' of the Gustavo Bacarisas Gallery 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

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GIBRALTAR CULTURAL SERVICES

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: _____

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OFFICE USE ONLY

Booking Made By: _____

Application Approved / Not Approved (delete as required): _____

Date: _____

Name & Signature of Officer: _____

Cultural Registration Number (if applicable): _____

Deposit (£125) Date: _____ Receipt No: _____

Total Fee for Hire: £_____ Receipt No: _____

Date: _____

Proof of Insurance & receipt(s) attached: _____

Proof of 'Copyright' payment attached: _____

Authority for use outside stipulated times attached (when applicable): _____

List of exhibits attached (if applicable): _____

Deposit return: _____

Deposit return transfer date: _____