



BOOKING ID NO: _____

EXHIBITION ROOMS BOOKING FORM

ROOM(S) BOOKED: _____

YOUR DETAILS

NAME OF HIRER: _____

TELEPHONE: _____

EMAIL: _____

NAME OF ARTIST or ORGANISATION: _____

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 Exhibition Rooms OR

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



John Mackintosh Hall

By **Culture.gi**
Gibraltar Cultural Services

(LOWER EXHIBITION, UPPER EXHIBITION & GALLERY)

BOOKING CONDITIONS

PLEASE ENSURE YOU UNDERSTAND WHAT YOU ARE COMMITTING YOURSELF TO

1. The Exhibition Rooms will be available during the John Mackintosh Hall opening hours unless otherwise requested.
2. All applications for the use of the exhibition room 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 exhibition room is required. Gibraltar Cultural Services (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.
3. A deposit of **£100** is payable at the time the booking is confirmed by 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.
4. A **20% commission** will be payable on all sales. For exhibitions where no material exhibited will be sold, a hire fee of **£100** per week will be applicable. The decision for waiving of fees will be at the discretion of the management. All other fees will be applicable as set and 20% commission will be payable on all sales. If sales fall under the £100 weekly fee, a £100 fee shall apply.
5. Any person wishing to purchase any artworks on display are to do this via the John Mackintosh Hall reception.
6. The hirer must ensure to provide a list of items on sale with prices in Pounds Sterling prior to the booking.
7. Bank transfer or Card payments will be accepted for the purchase of exhibits at reception. A receipt will be given to the client, which can then be exchanged for the collection of the purchased artwork once the exhibition has ended.
8. It is the responsibility of the hirer to advise the public to contact the JMH reception should they wish purchase any artworks on display.
9. The purchase of exhibits must be made by card or cash to GCS at reception. A receipt will be given to the client, which can then be exchanged for the collection of the purchased artwork after the exhibition has ended.
10. GCS will reimburse the hirer the total amount of sales made, less the 20% commission due, after the exhibition has ended.
11. 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.



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12. The Exhibitor will be responsible for ensuring that the Room(s) is vacated by close of business on the final day of the booking.
13. GCS will not accept applications from Exhibitors whose exhibitions fall below certain culture and other standards set by GCS.
14. The opening hours of the John Mackintosh Hall are 9:00pm to 10:00pm Monday to Friday (Summer hours may apply)
15. The Exhibitor shall be solely responsible for the hanging, the publicity, the printing, the insurance cover, and any other expenses incurred together with expenses in respect of any refreshments which may be required at the opening of the Exhibition.
16. GCS will provide technical support should the hirer require; however, this will be subject to the availability of our technicians and of our technical resources at the time.
17. No clerical or secretarial work in connection with the Exhibition will be undertaken by the staff of the Hall on behalf of the Exhibitor.
18. GCS asks for users' cooperation in maintaining the entire John Mackintosh Hall a **No Smoking** area.
19. The JMH shall have the exclusive right to supply food or drink (including alcoholic drinks) at any function being held in the JMH. The Hirer shall therefore notify GCS of their requirements.
20. Food and drink may not be consumed in the Exhibition Rooms unless previously arranged with GCS.
21. No dogs or other animals are allowed into the exhibition room at any time, with the exception of Assistance Dogs.
22. Hire of the exhibition rooms does not include any parking facilities.
23. The Hirer shall not assign the right to use the exhibition room or effect any form of sub-letting whatsoever.
24. 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 JMH.
25. The John Mackintosh Hall may in its absolute discretion may vary, amend, or cancel the booking at any time and the user agrees that no liability will be attached to the John Mackintosh Hall, GCS, or the Government of Gibraltar as a result of any such, variation, amendment or cancellation.



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I have read and understood the 'Conditions of Hire' of the John Mackintosh Hall Exhibition Rooms 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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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: _____

Deposit (£100) Date: _____ Receipt No: _____

Total Sales: £ _____

Commission: £ _____

Payable to Exhibitor: £ _____

Signature of Exhibitor: £ _____

Licences: _____

Deposit return transfer date: _____