



BOOKING ID NO: _____

MEETING ROOMS BOOKING FORM

ROOM(S) BOOKED: _____

YOUR DETAILS

NAME OF CONTACT: _____

TELEPHONE: _____

EMAIL: _____

NAME OF USER or ORGANISATION: _____

MEETING DETAILS

DATE/S REQUIRED: _____

TIMES REQUIRED: FROM _____ TO _____

REQUIREMENTS: _____

DETAILS OF MEETING: _____



John Mackintosh Hall

By **Culture.gi**
Gibraltar Cultural Services

(STUDIO ONE, CHARLES HUNT ROOM, LECTURE ROOM & EXECUTIVE BOARDROOM)

BOOKING CONDITIONS

PLEASE ENSURE YOU UNDERSTAND WHAT YOU ARE COMMITTING YOURSELF TO

1. The Meeting Rooms will be available during the John Mackintosh Hall opening hours unless otherwise requested.
2. The hire fee for the Executive Board Room is **£100** for half a day and **£200** for a full day use. The amenities available are WIFI, Smart T.V, Conference Phone, Water, Tea & Coffee.
3. The hire fee for the Charles Hunt and Lecture room is **£25** for half a day and **£50** for a full day use, these rooms can be configured into different layouts as shown in our information pack and online. The amenities available are WIFI, TV & Water.
4. The hire fee for Studio One is **£15** for half day and **£30** for a full day. Please note that this room is not fitted with at TV.
5. Registered Charities may be exempted from paying hire fees at the discretion of GCS.
6. All applications for the use of the meeting 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 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.
7. The Management will not allow meetings 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.
8. The opening hours of the John Mackintosh Hall are 0900hrs to 2200hrs Monday to Friday (summer hours apply).
9. If the applicant is considered to be a Cultural Entity organisation by GCS, 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.
10. It shall be the responsibility of the users of the meeting room to ensure that the room is left in an acceptable condition.
11. GCS asks for users' cooperation in maintaining the entire John Mackintosh Hall a **No Smoking area**.
12. Food and drink may not be consumed in the meeting room unless previously arranged with GCS.



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13. 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.
14. No dogs or other animals are allowed into the meeting rooms at any time, with the exception of Assistance Dogs.
15. Hire of the meeting rooms does not include any parking facilities.
16. The Hirer shall not assign the right to use the meeting room or effect any form of sub-letting whatsoever.
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 JMH.
18. The John Mackintosh Hall may in its absolute discretion, vary, amend or cancel the booking conditions at any time and the user agrees that no liability shall attach to the John Mackintosh Hall, GCS, or the Government of Gibraltar as a result of any such, variation, amendment or cancellation.

I have read and understood the 'Conditions of Hire' of the John Mackintosh Hall Meeting 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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Gibraltar Cultural Services

OFFICE USE ONLY

Booking Made By: _____

Cultural Registration number: _____

Application Approved / Not Approved (delete as required) _____

Date: _____

Name & Signature of Officer: _____

Total Fee for Hire: £ _____ Receipt No: _____
(Commercial Rates may apply)

Payment Date: _____

Other Fees: _____

Fee: £ _____ Receipt No: _____ Payment Date: _____

Fee: £ _____ Receipt No: _____ Payment Date: _____