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GIBRALTAR CULTURAL SERVICES

BOOKING ID NO: _____

ORANGE BASTION EXHIBITION SPACE APPLICATION FOR HIRE

YOUR DETAILS

NAME OF APPLICANT: _____

ENTITY (IF APPLICABLE): _____

ADDRESS: _____

TELEPHONE: _____

EMAIL: _____

VENUE DETAILS

PURPOSE OF HIRE: _____

DATE REQUIRED: _____

ONE VAULT REQUIRED: BOTH VAULTS REQUIRED:

ACTUAL DATES OF EXHIBITION FROM: _____ TO: _____

EXHIBITION OPENING DAYS/TIMES: _____

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 Orange Bastion Exhibition Space OR

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



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BOOKING CONDITIONS

PLEASE ENSURE YOU UNDERSTAND WHAT YOU ARE COMMITTING YOURSELF TO

1. A deposit of £100 is payable at the time the booking is confirmed by Gibraltar Cultural Services. This deposit will be refunded, after the event, only if it is established to the satisfaction of Gibraltar Cultural Services no damage or loss whatsoever has been caused and that everything has been left in a proper, clean and tidy condition.
2. Orange Bastion is divided into two separate vaults which can be hired independently. If you require both vaults, there is a hire fee of £100 per week, alternatively you may hire a single vault for £50. The hirer is responsible for ensuring due payment is made to Gibraltar Cultural Services promptly upon termination of the hire period.
3. A 20% commission will be payable on all sales or if sales falls under £50 (one vault) or £100 (both vaults) weekly fee, then a £50/£100 will be charged depending on the number of vaults used. Commercial use of this space is subject to application approval by Gibraltar Cultural Services. Fees may be applicable at the discretion of Gibraltar Cultural Services.
4. If the applicant is considered to be a Cultural Entity organisation by the Chief Executive Officer, the organisation MUST be registered with Gibraltar Cultural Services Before applying for use of the space provided. Failure to register beforehand will result in application not being approved.
5. The Orange Bastion may be used 7 days a week between the times of 9am – 8pm. Under no circumstances should the gallery be left open and unattended at any time.
6. Please note that there are no toilet facilities within the Orange Bastion gallery. You will be provided with the keys to the toilets at the GEMA gallery located approximately 100m north on Line Wall Road.
7. If any activity or display within Orange Bastion 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, 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.
8. A printed 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 Gibraltar Cultural Services at least two working days prior to the opening of the Exhibition.

GIBRALTAR CULTURAL SERVICES LTD

308 Main Street, Gibraltar T: 20075669 F: 20067241 E: bookings@culture.gov.gi

COMPANY REG. NO. 706512

working for H.M. GOVERNMENT OF GIBRALTAR



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9. 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 Orange Bastion, 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, setup and clearing of the gallery. The hirer must present to Gibraltar Cultural Services 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 Orange Bastion's keys, as well as at any other time these may be so demanded by the Chief Executive Officer.

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

11. The space provided must, at all times, be kept in a clean and tidy condition. Lights are to be switched off and all doors properly locked upon leaving.

12. All keys issued by Gibraltar Cultural Services are to be returned on the first working day after the event has taken place, or as otherwise agreed with the Chief Executive Officer.

13. Gibraltar Cultural Services reserves the right to refuse hire of Orange Bastion and / or cancel any event without due notice.

I have read and understood the 'Conditions of Hire' of the Orange Bastion Exhibition Space 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: _____

Deposit (£100) 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 collected Date: _____ Cheque collected by: _____

Deposit return transfer date: _____