

**APPLICATION FOR COMMUNITY USE CULTURAL FACILITIES 2021 – 2022**

**Open To: Drama / Music / Art / Culture activities other**

Applications and supporting documents must be handed in during office hours to:  
Gibraltar Cultural Services, Head of Facilities,  
John Mackintosh Hall, 308 Main Street, Gibraltar



Tel. 20071433 – Email mark.cortes@culture.gov.gi

**Name of Organisation:**

**Address:**

**Activity Undertaken:**

**Preferred Location**

**Cultural Registration No. CO/25 Taxpayer Ref No. \_\_\_\_\_ Business Registration No. \_\_\_\_\_**

**PREVIOUS YEAR'S ALLOCATION (IF ANY)**

LOCATION

DAY

TIME

Other Remarks: \_\_\_\_\_

**Please state your preference in order: days/times (See guidelines overleaf)**

1. (venue)

(days)

(times)

Contact Name: Mr/Mrs/Miss/Ms

Address:

Tel. No. Daytime:

Home:

E-mail:

2<sup>nd</sup> Contact Name: Mr/Mrs/Miss/Ms \_\_\_\_\_

Address: \_\_\_\_\_

Tel. No. Daytime: \_\_\_\_\_ Home: \_\_\_\_\_

E-mail: \_\_\_\_\_

**SIGNED:**

**DATE:**

**NAME IN BLOCK LETTERS:**

\_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Receipt No: \_\_\_\_\_

Application checked by officer name: \_\_\_\_\_ Application approved by officer name: \_\_\_\_\_

**SEASON ALLOCATION APPROVED:**

LOCATION

DAY

TIME

\_\_\_\_\_  
\_\_\_\_\_

# GUIDELINES

## VENUES AVAILABLE:

### **1. GOVERNOR'S MEADOW SCHOOL - DRAMA STUDIO:**

Between 18.00hrs to 23.00hrs Monday to Friday

Fee: To Be Confirmed.

### **2. Westside/Bayside Dance Studio**

Between 18.00hrs to 23.00hrs Monday to Friday

Fee: To Be Confirmed.

### **3. Westside/Bayside Drama Studio**

Between 18.00hrs to 23.00hrs Monday to Friday

Fee: To Be Confirmed.

## TERMS & CONDITIONS

1. Community use during school term only, no weekends, Bank Holidays or during school holiday calendar
2. Only Cultural registered organisations may apply. If you are not registered, you may do so at Gibraltar Cultural Services, Development Unit, 308 Main Street. Only when your application has been approved, may you apply for community use
3. All applicants wishing to use the venues for commercial purpose will have to be registered with the Tax Office and Department of Employment and must fill in the appropriate registration numbers on this form
4. Allocations will only be given upon receipt of a monthly rental fee for the venue. This fee is to be paid a month in advance and by no later than the 27<sup>th</sup> of every month thereafter. Fees can be paid by cheque to "Gibraltar Cultural Services" or by cash at Duke of Kent House, 75 Line Wall Road during office hours
5. Failure to make payment on time will result in removal of access of allocation
6. Refunds/Credit: Refunds/Credits will ONLY be issued in the following cases:
  - a) School/venue closure as a result of unforeseen circumstances in which prior notification was not passed on
  - b) When an allocation has been terminated by mutual consent
  - c) Exceptional circumstances will be treated on a case by case basis
7. Allocations holders are reminded that any attempt to act fraudulently will result in their allocation being withdrawn and possibly refused future community use
8. Allocations will be subject to availability
9. Gibraltar Cultural Services will inform entities once all applications have been received
10. Gibraltar Cultural Services reserves the right to refuse allocations which are not deemed as Cultural entities
11. Failure to comply with the terms and conditions as directed by the Department of Education and/or Gibraltar Cultural Services, may result in allocation being refused
12. The provision of first aid is the responsibility of each user.