

**CONDITIONS TO ORGANISE, SET UP AND OPERATE
THE FAMILY PAVILION AT THE GIBRALTAR FAIR 2023**

1. The Organiser shall have in force a Public Liability Insurance against any loss or injury which may occur to any property or to any person in an amount of no less than one million pounds (£1,000,000) for the duration of the Fair, including the preparation, set up and clearing of the pavilion. The applicant shall produce the policy or policies of insurance and receipts evidencing payment of relevant premiums at the time that the application is approved and at any other time requested by Gibraltar Cultural Services (GCS).
2. The pavilion is to be decorated and furnished (with sufficient number of tables and chairs) to a reasonable standard as agreed with, and within the location stipulated by GCS.
3. Entrance to the pavilion must be free of charge.
4. A draft entertainment programme, the stage design (including props etc.) and details of bar and catering facilities (to include tea, coffee and fritters) must be submitted with the application.
5. The entertainment programme, including the duration of each event, shall be arrived at in consultation between GCS' Chief Executive Officer (CEO) and the Organiser no less than **four weeks prior to the event**.
6. With regards to catering facilities, the menu and prices, must be submitted and approved by GCS no less than **four weeks prior to the event**.
7. All publicity material must be approved by GCS' CEO no later than **four weeks prior to the event**.
8. The area provided to the Organiser for the Pavilion will be 40m x 20m and for Churros, 21m x 5m (these measurements may be subject to change).
9. The Organiser will provide at its expense, any marquees, stage, sound and lights system including personnel and general lighting for the Family Pavilion.
10. The Organiser will arrange and fund all electrical and plumbing installations. GCS will pay for the consumption for both electricity and water.
11. The Organiser shall provide backstage premises and be solely responsible for all backstage arrangements required during the event including the security of all the performers.
12. The Organiser shall provide its own storage facility for the duration of the event.

13. The Organiser shall make all logistical arrangements associated with the event including the assembly, dismantling and storage of any staging, equipment and any other associated paraphernalia.
14. The Organiser is responsible for making arrangements for the cleaning of the pavilion at its expense.
15. The Organiser shall be solely responsible for all Performing Rights Society fees pertaining to the event and copies of receipt are required before the event. The Organiser will also apply for an Entertainment Licence, no later than **three months prior to the event**, and shall abide by all conditions set by the Royal Gibraltar Police and Gibraltar Fire & Rescue Service.
16. The Organiser shall hold weekly meetings with the CEO (from the day the tender is awarded to the day of the event) in order to keep the CEO and the SDGG abreast of Pre-Event Arrangements.
17. GCS will work on the setting up of the pavilion which will commence on Friday 11th August 2023 and be completed by Tuesday 15th August 2023.
18. The pavilion and its immediate surrounding area must be kept in a clean and tidy condition throughout the duration of the Fair, including the preparation, set up and clearing of pavilion.
19. Any rubbish must be properly deposited inside the bins provided at the sites.
20. Details and mobile numbers of a person responsible must be provided in case of an emergency.
21. The Organiser must ensure compliance with all the Health & Safety, Food & Hygiene, and all other relevant legislation. The Organiser will liaise with the Environmental Agency directly.
22. The Organiser shall ensure the removal of any waste at their expense and shall abide by the direction of the Environmental Agency.
23. Applicants must fill in all appropriate forms duly endorsed by the Environmental Agency once the application is approved.
24. The Organiser will need to obtain the relevant permits and/or licences from the relevant Authorities for their proposed services and activities. These permits and/or licences must be produced to GCS before the commencement of the setting up of the pavilion.
25. The pavilion must be completely dismantled and the site left clear and in a clean state by Tuesday 29th August 2023. Any damage to the site will have to be fixed by the Organiser at his/her own expense.
26. A fee of £1000 is levied for the pavilion's bar and catering services and £500 for a fritters' stall (registered charities are exempted).
27. GCS will not be responsible for any loss, theft or damage that the pavilion may suffer.