



GFSB Conference Room Booking Form

Thank you for your interest in booking the GFSB Conference Room. Please find below information about the rooms, equipment, catering options, costs and rules.

The Conference Room is for business related meetings & training only. It is not to be used to conduct your business from. It holds up to 60 attendees seated in rows without tables and about 15 attendees seated boardroom style. There are 12 tables available for you to use in other seating arrangements.

Equipment

The Conference Room is equipped with a projector and screen to display presentations etc. Remote for projector and air conditioning are stored in the lectern draw. The projector has both HDMI and VGA connections. A laptop is available on request.

Flip chart and whiteboard are available at no extra cost. The Conference Room also has free wifi and air conditioning.

Costs:

Members

£15 per hour

£55 for half day (9-1pm or 1-5pm)

£80 for a full day (9-5pm)

Non Members

£30 per hour

£110 for half day (9-1pm or 1-5pm)

£160 for a full day (9-5pm)

Bookings going over the 4 hour half day rate, will be charged at the hourly rate. You will not be charged for 10-20 minutes (if the room is available) set-up time, but anything over 30 minutes will be charged at the hourly rate. The minimum booking duration time is 1 hour. The Conference Room is available for rent daily between 8.00am - 11pm. If a member is found to be booking the Conference Room for a non-member they will be charged accordingly.

Catering-Self

The Conference Room is self catering, but hiring of the room includes tea, coffee, milk and water. There is an urn which needs about 20 minutes to heat up, so please requested it to be switched on beforehand or turn it on on your arrival. GFSB request that if you contract a catering service to provide catering in the Conference Room, that you please inform us before hand.

Rules

When leaving the premises please ensure you do the following:

1. Switch lights off.
2. Close all windows.
3. Turn off all appliances and equipment (This includes urn & aircon).
4. Close and lock Conference Room door.
5. Close main door to Irish Town if you are the last person to leave the building.
6. Please do not sit on the tables and treat all furniture with care.
7. Please do not stick any posters etc on the walls.
8. Please help the GFSB be eco friendly by using the recycling bins provided.

Booking Form

Please complete the form below and send it to **gfsb@gfsb.gi** so we can investigate your request and arrange the booking.

Host Contact Details

Name	Contact No. (Mobile)	E-mail	Member/ Non-member (Office Use only)

The Host is responsible for the Conference Room, its contents and the keys.

Billing Details

Name	Contact No. (Mobile)	E-mail	Company Name

Meeting Details

Date	Start	End	Business	Equipment Requirements (Laptop, urn etc)

Key holder (if not host)

Name	Contact No. (Mobile)	E-mail

Please make payments via bank transfer to:

Name: Gibraltar Federation of Small Businesses
Sort Code: 60-60-60
Account No. 10447822
IBAN: GI34NWBK 0606 0601 0447 822
SWIFT: RBOS GI GI

Can you please include our invoice number and your company name as reference when making the transfer?

GFSB Conference Room bookings Terms and Conditions

Full payment is required no later than on the day of the booking.

Any booking a month or less from the date of the room booking will be guaranteed. Any bookings made more than a month before will be provisionally booked and can be canceled at the GFSB's discretion.

The GFSB have right to cancel any room booking. In such an event, you will not be charged. All room bookings that you cancel more than 2 weeks before the booked date will get a full refund. If you cancel a booking with under 2 weeks' notice, you will be charged 50% of the fee.

Furniture layout is in a traditional boardroom style (4 table 8 chairs). Reconfiguration of furniture may be done but would need to be carried out by you and once the event finishes you would need to return the furniture to its original layout.

Please tidy up after yourselves, especially between session if you have back to back bookings. If the room is left in an unsatisfiable state you may be charged for the additional cleaning.

Please ensure you inform the GFSB office staff if anything is damaged as this may encore an extra charge. The GFSB will not be responsible for any property lost or damaged whilst in the GFSB House.

Keys to the Conference Room can be booked out from GFSB Officers between 9am to 5.30pm Monday to Friday and summer hours (July/August) 8am-4pm Mon-Thur and 8am-3pm Fridays. The onus to collect the keys during working hours is on the person booking the room and the GFSB will not be made responsible if the keys have not been collected on time.

Keys will only be given to the host or person indicated on the booking form. Keys can be picked up one working day before the date of the room booking and should be returned at no later than one working day after. If keys are not returned on time or lost there could be an extra charge.

I, the Host, agree to the terms and conditions of the use of the GFSB Conference Room.

Name: _____ **Signature:** _____

Date: _____

For office uses only:

Copy given to signatory - Y / N

Gibraltar Federation of Small Businesses Limited



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