



Department of Education
 HM Government of Gibraltar

Bleak House Training Institute
 Bleak House Road
 Europa Point

00350 200 44445



bleakhouse@schools.edu.gi



www.bleakhousetraining.com

ROOM BOOKING FORM

PART 1 - Person / Organisation / Department Details.

Organization	<input type="text"/>		
Contact Person	<input type="text"/>	Course / Training	<input type="text"/>
Email	<input type="text"/>	Tel. No.	<input type="text"/>

PART 2 - Details of booking

Date of Booking	<input type="text"/>	Time (Start & Finish)	<input type="text"/>
------------------------	----------------------	----------------------------------	----------------------

NB. Opening times 09h00 - 16h30

No. of Attendees	<input type="text"/>
-------------------------	----------------------

Equipment Required (Y/N)	<input type="text"/>	Specify	<input type="text"/>
---------------------------------	----------------------	----------------	----------------------

*NB. All our rooms are equipped with TVs
 Labtops / pointers / projectors can be requested
 from staff upon arrival. Please indicate as they are limited
 and given out on a first come first served basis.*

*NB. Advanced bookings will only be taken for a maximum period of 2 months.
 Any booking required beyond that, please submit the Booking Form closer
 to the required date.*

For Official Use Only

Room Allocated	<input type="text"/>	Confirmed By	<input type="text"/>
Date Confirmed	<input type="text"/>	Signed	<input type="text"/>



Department of Education

HM Government of Gibraltar

Bleak House Room Hire T&Cs

- I. Strict compliance of the house rules is compulsory by all. Failure to do so may result in barring from future bookings for yourself and or organisation / department.
(See attached).
- II. Allocation of rooms is dependent on the number of persons assisting and is the remit of Bleak House administrator. Turning up on the day with more persons than originally booked without prior notification to Bleak House staff will result in your booking being cancelled.
- III. Whilst the room is in your charge, the person making the booking will be liable for any breakages and damages caused by the misuse of Bleak House equipment, (this includes but is not limited to tables, chairs, windows, fittings and furnishings).
- IV. Bleak House staff and the Department of Education will not be liable for any personal belongings and or equipment brought by external parties being misplaced from rooms whilst the room is hired out.
- V. Any equipment brought by external parties to Bleak House will have to be removed at the end of the day. This is also applicable even if you are returning the next day. Requests can be made to Bleak House administrator and can be accepted or otherwise on a discretionary basis.
- VI. Should you require any food to be provided for your attendees you must arrange this directly with external caterers. Bleak House kitchen facilities has vending machines with basic beverages and food stuffs. All food consumption has to be done in the kitchen facilities which are open from 10h00-16h30.
- VII. Should any of your attendees bring their own food, storage in the refrigerator is permitted. Bleak House staff will not be responsible for any items being used or taken by other users of Bleak House.

By signing or typing your name below, you accept and agree to the above T&Cs

Click below to Type Name **OR** *Click below to Sign Digitally*

Signature