



Department of Education
HM Government of Gibraltar

Bleak House Training Institute

Bleak House Road

Europa Point



00350 200 44445



bleakhouse@gibraltar.gov.gi



www.bleakhousetraining.com

ROOM BOOKING FORM

PART 1 - Person / Organisation / Department Details.

Organization

**Contact
Person**

**Course /
Training**

Email

Tel. No.

PART 2 - Details of booking

**Date of
Booking**

**Time (Start
& Finish)**

NB. Opening times 09h00 - 16h30

**No. of
Attendees**

**Equipment
Required (Y/N)**

Specify

NB. All our rooms are equiped with TVs

Laptops / 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**

**Confirmed
By**

Date Confirmed

Signed



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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